(Price: Rs. 500)

Tender For

Development and Maintenance of The Meghalaya Agar Information System Along With The Meghalaya Nursery Information System and The Meghalaya Plantation Information System

Last Time & Time for Submission of Tender: 22-03-2024 up to 03.00 PM

Date & Time for Opening of the Tender: 22-03-2024 at 3.30 PM

Submitted To

The Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs, Meghalaya
Sylvan House, Lower Lachumiere
Shillong 793001 Meghalaya

(*Space for affixing court fee stamp of the prescribed denomination*)

PART – A – TECHNICAL BID

PART-I-TENDER FORM

(To be filled in by the Tenderer)

To,

The Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
O/o The Principal Chief Conservator of Forests & HoFF
Sylvan House, Lower Lachumiere
Shillong – 793001, Meghalaya

Sub: Technical Bid for Development and Maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System.

Sir,

I hereby submit our Technical Bid for Development and Maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System, as follows:

1. Full name of the Tenderer (in block letters): .....

2. Postal address of the Tenderer.....

   .....

   .....

   .....

   .....

   Phone: .....Fax:..... Mobile: .....

   Whatsapp: ..... Email:.....

3. GST registration number of the Tenderer: .....

4. Permanent Account Number (PAN) of the Tenderer: .....

5. Status of the Tenderer (pl. tick appropriately): Individual/ Partnership firm/ Joint Venture/ Co-operative Society/ Joint Stock Company/ Not Profit Organization

6. In case the Tenderer is one other than an individual, name and designation of the person who sign and submit the Technical Bid and Price Bid: .....
.....

7. In case the Tenderer is one other than individuals and the Tender is signed and submitted by a person other than the Chief Executive Officer or the Managing Director, details of the rule, regulation, resolution or any other document which authorises such person to sign and submit the tender: .....
.....
.....

8. In case of the Tenderer is an individual, caste of the tenderer (*pl. tick appropriately*): General/ Other Backward Caste/ Scheduled Caste/ Scheduled Tribe/ Native Scheduled Tribe of Meghalaya

9. Details of Online Systems, developed by the Tenderer, each at a cost of Rs. 25 lakh and more for any State Government or Union Government or a Union territory Administration or Institutions, Organisations, Agencies and Undertakings owned or managed or controlled by the Government of India or any State Government or Union territory Administration, which were made online during last three financial years from 2020-21 to 2022-23:

Sl. No.	**Name of Online System**	**Full address of the client**	**I.P. address of the System**	**Cost of Development of the System**	**Date on which the system was made online**	**No. and date of the Work Order**	**No. and date of the Completion Certificate**
1.							
2.							
3.							
4.							

5.							
6.							
7.							
8.							
9.							
10.							

(attach additional sheets(s), if required)

10. Details of Programmers available on Roll of the Tenderer:

Sl. No.	Name of Programmer	Designation	Detailed Bio-data enclosed (Yes/ No)
1.			
2.			
3.			
4.			
5.			
6.			

7.			
8.			
9.			
10.			

(attach additional sheets(s), if required)

11. Annual Turnover of the Tenderer during the last three financial years from 2020-21 to 2022-23:

Year	Turnover (Rupees in lakhs)	Copy of Annual Statement of Accounts (Yes/ No)	Copy of Balance Sheet Enclosed (Yes/ No)
2022-23			
2021-22			
2020-21			

(attach additional sheets(s) for each member, in case the Tenderer is a Joint Venture)

12. Validity of the rates quoted by the Tenderer for acceptance from the date of opening of the Technical Bid (**Note:** In no case it shall be less than 90 (ninety) days from the date of opening of tenders): .....

Signature & Seal of the Tenderer or his Authorised Signatory

Date:.....
Place: .....

DECLARATION FORM

I agree that I will not withdraw from the tender offered by me during the time that will be required for its acceptance, nor will I withdraw it afterwards should my tender be accepted. If I withdraw the tender, the entire amount of Earnest Money Deposit (EMD) furnished by me along with this tender will be forfeited in favour of the State of Meghalaya free from any encumbrance.

Further certified that during last three years I have not defaulted in execution of any work in accordance with any work orders placed in favour of me nor any of the work orders placed in favour of me has been rescinded during the last three years.

Signature & Seal of the Tenderer or his Authorised Signatory

Date:……..

Place: ……...

Witness:

Signature: ……

Name: ……...……...

Address:……

……

……

……

Mobile No.: …… Email ID: ……..

Occupation: ……

List of Enclosures

(a) Earnest Money Deposit (EMD):

Sl. No.	Nature of the payment instrument*	Bank on which drawn	Number and Date	Amount (Rs.)
1.				

(: Pay Order/ Bankers Cheque/ Demand Draft/ Call Deposit/ Fixed Deposit Receipt/ Bank Guarantee)*

(b) In case non-judicial court fee stamp are not affixed to the tender, details of amount in lieu of the same:

Sl. No.	Nature of the payment instrument	Bank on which drawn	Number and Date	Amount (Rs.)
1.				

(: Pay Order/ Demand Draft/Bankers Cheque)*

(c) In case the Tender Booklet is downloaded from website of the Forests and Environment Department, Government of Meghalaya, details of the payment of the cost of the Tender Booklet:

Sl. No.	Nature of the payment instrument	Bank on which drawn	Number and Date	Amount (Rs.)
1.				

(: Pay Order/ Demand Draft/Bankers Cheque)*

(d) In case the Tenderer is other than individuals and the tender is signed and submitted by a person other than the Chief Executive Officer or Managing Director, a copy of document authorising the person who sign the tender to submit and sign the tender on behalf of the Tenderer (*please tick mark appropriately*): enclosed/not enclosed

(e) In case the Tenderer is a Non-Profit Organization, a copy of a documentary evidence in support of the claim of the Tenderer to be a Non-Profit Organization (*please tick mark appropriately*): enclosed/not enclosed

(f) In case the Tenderer is a member of Scheduled Caste/ Scheduled Tribe/ Native Scheduled Tribe of Meghalaya, a copy of the caste certificate issued in favour of the tenderer by a

competent authority in the concerned State Government (*please tick mark appropriately*): enclosed/not enclosed

(g) A copy of Joint Venture Agreement, in case the Tenderer is a Joint Venture (*please tick mark appropriately*): enclosed/not enclosed

(h) Copy of works orders for each Online System developed by the Tenderer at a cost of Rs. 25 lakh and above for any State Government or Union Government or a Union territory administration or Institutions, Organisations, Agencies and Undertakings owned or managed or controlled by the Government of India or any State Government or Union territory Administration which were made online during last three financial years from 2020-21 to 2022-23 (*please tick mark appropriately*): enclosed/not enclosed

(i) Copy of completion certificate for each Online System developed by the Tenderer at a cost of Rs. 25 lakh and above for any State Government or Union Government or a Union territory administration or Institutions, Organisations, Agencies and Undertakings owned or managed or controlled by the Government of India or any State Government or Union territory Administration which were made online during last three financial years from 2020-21 to 2022-23 (*please tick mark appropriately*): enclosed/not enclosed

(j) Copy of Bio-data in a Format enclosed as **Appendix-I**, along with documentary evidence in support of educational qualification and work experience of each Programmer on roll of the Tenderer (*please tick mark appropriately*): enclosed/not enclosed

(k) Copy of Audited Statement of Accounts of the Tenderer for last three financial years from 2020-21 to 2022-23 (*please tick mark appropriately*): enclosed/not enclosed

(l) Copy of Balance Sheet of the Tenderer for last three financial years from 2020-21 to 2022-23 (*please tick mark appropriately*): enclosed/not enclosed

(m) Up-to date Goods and Service Tax (GST) clearance certificate issued by the concerned competent authority of Government (*please tick mark appropriately*): enclosed/not enclosed

(n) If the registered office of the Tenderer is located in Meghalaya, an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council (*please tick mark appropriately*): enclosed/not enclosed

(o) If the Tenderer is a Co-operative Society, a Firm or a Joint Stock Company:

  (i) Original or certified copy of the Registration Certificate from the concerned Registration Authority *(please tick mark appropriately):* enclosed/not enclosed

  (ii) Certified copy of the resolution/document authorizing the person who signs the tender *(please tick mark appropriately):* enclosed/not enclosed

(iii) Statement regarding authorised, subscribed and paid up capitals *(please tick mark appropriately):* enclosed/not enclosed

(p) If the Tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and carry on wholesale or retail trade from an area to which above regulations extend, a copy of trading license issued by the concerned competent authority of the Khasi Hills Autonomous District Council (KHADC)/ Jaintia Hills Autonomous District Council (JHADC)/ Garo Hills Autonomous District Council (GHADC) (*please tick mark appropriately*): enclosed/not enclosed

Signature & Seal of the Tenderer or his Authorised Signatory

Date:.....

Place: .....

PART-II: TERMS AND CONDITIONS

1. BACKGROUND

1.1 Agarwood is a resin-infused fragrant wood derived from tropical evergreen trees of the genera *Aquilaria, Gyrinops, Aetoxylon, and Gonystylis* belonging to the family Thymelaeaceae. It is also known as *aguru, aloeswood, eaglewood, gaharu, oud, chén xiāng*, and *jinkoh. Aquilaria* species have been the primary source for agarwood. These species are distributed eastward from India to the island of New Guinea and southward from tropical China to the Lesser Sunda Islands. In India, agar trees are found in Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Mizoram, Nagaland, Sikkim and Northern West Bengal. Agar trees are also found in some southern Indian states such as Karnataka, Kerala and Goa. Except the Shillong plateau, agar trees naturally grow in all parts of Meghalaya. Apart from the *Aquilaria malaccensis,* which is the primary source of agarwood in India, *Aquilaria khasiana*, a rare species of agar, is also found in Meghalaya.

1.2 The resin-embedded agarwood is valued for its distinctive fragrance and healing properties. Agarwood has been used for over 2,000 years for medicinal, aromatic and religious purposes. The resin is widely used for production of incense, perfume, cosmetics and medicines. The resin develops and accumulates in stem and branches of agar tree as an immune response to biological, physical and chemical stress. Natural formation of resin, as an immune response to fungal infection or borer attack occurs in 10-15 percent trees in wild populations. Resin formation can also be triggered by artificial injury, microbial infection, and chemical treatment. Most common among these is artificial inoculation of some fungal inoculants. Development of cost-effective techniques to ensure assured formation of resin is still in progress.

1.3 Quality of agarwood depends on species, geographic location, part of tree from where it has been extracted, cause of resin formation, period since infection and methods of harvesting and processing. Agarwood can retain its fragrance over very long periods when handled appropriately. Longevity of agarwood fragrance permits its storage and long distance trade as a high-value commodity, much in the same way as precious stones and metals. Fine grade agarwood is one of the most expensive natural raw materials in the world.

1.4 With increasing wealth in gulf countries, which are the major consumer of agarwood and agarwood products, demand for agar wood has substantially increased in recent decades. Demand of these products exceeds supply. This has resulted in increased price, unsustainable harvesting, over-exploitation, natural resource decline, reduction in product quality and increased interest in cultivation.

1.5 Due to limited resource base and high demand, *Aquilaria malaccensis*, the primary source of agarwood in India has been listed in Appendix II of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) as a 'potentially threatened species' to ensure that the legal trade does not become a direct cause of its extinction. Export of agarwood requires an Export Permit from designated CITES Authorities. Such permit can be issued only on

the basis of a Legal Procurement Certificate (LPC) issued by an officer not below the rank of an Assistant Conservator of Forests.

1.6 To facilitate harvesting, transportation, value addition and export of agar and agar products in an informed and transparent manner, it is proposed to survey, map, inventory and register all existing as well as freshly planted agar resources, both isolated trees, as well as linear plantations and tree blocks, and to establish an up-to-date online database of agar resources in the State and their respective owners.

2. SCOPE OF THE WORK

2.1 The successful Tenderer will be required to establish following three web based online information systems as per details given below:

2.1.1 The Meghalaya Agar Information System

2.1.1.1 The Meghalaya Agar Information System should consist of a mobile application along with a linked back-end database ad dashboard to facilitate online voluntary registration of agar trees. The mobile application should have facility to capture, record, store and retrieve details, including geo-coordinates and photographs of agar trees, both naturally grown as well as artificially planted, and name, address and other details of their respective owners, in a credible, transparent, cost effective and systematic manner. Geo-referenced details of the agar resource and their respective owners or custodians collected through mobile application should be stored in a back-end database linked to the mobile application after verification by officers authorised for the purpose.

2.1.1.2 The Meghalaya Agar Information System should have facilities to track and record each transaction relating to agar trees, agarwood and agar products in the State and their entire chain of custody to facilitate issue of legal procurement certificate in an informed and transparent manner.

2.1.1.3 The Meghalaya Agar Information System should have facilities to:

(i) receive and process applications for registration of different types of users such as growers, custodians, traders, processing units, agents, facilitators, verifiers and regulators or any such other type of user as may be specified by the Principal Chief Conservator of Forests (Working Plan, Research and Training and District Council Affairs), Meghalaya {hereinafter referred to as "PCCF (WP, R & T and DCA)"};

(ii) receive and process applications for supply of agar seedlings;

(iii) provide for allotment/ allocation of agar seedlings and generate and send through email and whatsapp seedling allotment letters;

(iv) on board and register persons and firms for delivery of agar seedling to the willing applicants;

(v) receive cost of agar seedlings, including cost of delivery thereof, through a secure payment gateway and generate and send to the payee through email and whatsapp money receipt thereof;

(vi) receive and process applications from the eligible beneficiaries for financial assistance for raising agar plantations and agar nurseries;

(vii) receive and process applications from the eligible beneficiaries along with recent photographs of the agar plants for financial assistance for maintenance of agar plantations and nurseries;

(viii) provide for transfer to Bank Account of the eligible beneficiaries financial assistance required for creation and maintenance of agar plantations and agar nurseries;

(ix) provide for capture of geo-referenced photographs of agar plants, both existing as well freshly planted and the details of their respective owners as well as place of their existence to facilitate preparation of an application for registration of existing agar trees;

(x) receive and process application along with geo-referenced photographs of agar plants, both existing as well freshly planted, assign unique ID to each agar plant eligible for registration, generate online registration certificate in the format as may be prescribed by the PCCF (WP, R & T and DCA) and send a copy thereof to the applicant through email and whatsApp;

(xi) store, retrieve and update details of each registered tree including geo-referenced photographs and respective owner or custodian thereof in a systematic and orderly manner;

(xii) receive and process application for felling of registered agar trees, generate felling permit in non-editable pdf format in a format, as may be prescribed by the PCCF (WP, R & T and DCA), for felling of trees and send through email as well as whatsApp a copy thereof to applicant and all concerned regulatory authorities;

(xiii) receive and process application for transport/transit/import/export of agar logs, agarwood and other agar products, generate transit pass in non-editable pdf format in a format, as may be prescribed by the PCCF (WP, R & T and DCA), and send through email as well as whatsApp a copy thereof to applicant and all concerned regulatory authorities as may be prescribed by the PCCF (WP, R & T and DCA);

(xiv) maintain an online updated record of inventory of agar trees agarwood and agar products in the entire supply chain in the State;

(xv) make available to the traders and manufacturer of agar and agar products details including latest photographs of the agar plants available at various places in the State in a near real time basis;

(xvi) receive and process application for issue of Legal Procurement Certificate (LPC) for export of agar logs, agarwood and other agar products, generate LPC in non-editable pdf

format in a format, as may be prescribed by the PCCF (WP, R & T and DCA), and send through email as well as whatsApp a copy thereof to applicant and all concerned regulatory authorities as may be prescribed by the PCCF (WP, R & T and DCA);

(xvii) provide for uploading and updating of information relating to creation and maintenance of agar plantations and nurseries, manufacture and value addition of various agar products, quality standards and testing of agarwood and agar products, market rates, major markets and major buyers of agarwood and agar products;

(xviii) generate management information system (MIS) reports and queries in the format or by using as parameters as may be prescribed by the PCCF (WP, R & T and DCA) during development of the system.

2.1.2 The Meghalaya Nursery Information System

2.1.2.1 The Meghalaya Nursery Information System should consist of a mobile application along with a linked back-end database and dashboard to maintain up-to-date online record of physical infrastructure and plants available at each nursery owned by State Government or any agency or institution or organisation or corporation owned or managed or controlled by the State Government. It should also have the facility to on board willing owners of nurseries owned by private individuals, firms and organisations not owned or managed or controlled by the State Government.

2.1.2.2 The Meghalaya Nursery Information System should have facilities to:

(i) receive and process applications for registration of different types of public and private users such as custodian (government department, society, authority, village employment council), supervisory authority (primary, secondary, tertiary, quaternary, penitentiary), external monitor, external evaluator, departmental user of nursery plants, and private users (individual, partnership firm, cooperative society, private limited company, public limited company) or any such other type of user as may be specified by the PCCF (WP, R & T and DCA);

(ii) receive and process applications for registration of nurseries;

(iii) upload or generate through mobile application, geo-referenced map of each nursery;

(iv) record details of administrative location of each nursery;

(v) record and update details of the in-charge of each nursery;

(vi) record details, including geo-referenced photograph, of each movable and immovable asset existing in each nursery boarded on the System;

(vii) record details of plants available in the nurseries at the time of their boarding on the System;

(viii) formulate and assign a unique ID to species-wise lots for plants raised during a calendar month in each type of container in each nursery boarded on the System;

(ix) record each activity undertaken in each nursery boarded on the System to raise plants and to create, upgrade, maintain, renovate and write off each movable and immovable assets along with details of sanctions accorded and expenditure incurred to undertake each such activity;

(x) capture, record and update each species-wise inflow and outflow (including mortality) of plants in each lot in each nursery boarded on the System ;

(xi) provide for submission of online requisition for supply of plants;

(xii) provide for allotment/ allocation of seedlings and generate and send through email and whatsapp, seedling allotment letters in a format prescribed by the PCCF (WP, R & T and DCA);

(xiii) on board and register persons and firms for delivery of seedling to the willing applicants;

(xiv) receive cost of plants, including cost of delivery thereof, through a secure payment gateway and generate and send to the payee through email and whatsapp money receipt thereof;

(xv) maintain an updated online Nursery Journal in the format to be prescribed by the PCCF (WP, R & T and DCA);

(xvi) capture, upload, update and store photograph of each species-wise monthly lots of plants available in each nursery on boarded on the System;

(xvii) make available to the members of the public species-wise details, including latest photographs of plants available in each nursery boarded on the System in a near real time basis;

(xviii) formulate a systematic plan for inspection and monitoring of each nursery boarded on the System. The plan may include, among others, un-biased and systematic selection of nurseries to be inspected by each Supervisory Officer as per a schedule decided by the concerned competent authority in the Custodian Department;

(xix) send online prompts at the pre-determined frequency to all designated Supervisory Officers who are required to undertake inspection during next fifteen (15) days;

(xx) prepare, store, retrieve and analyse report on each inspection, evaluation and monitoring of each nursery boarded on the System;

(xxi) provide for uploading and updating of information relating to best practices and cost norms for creation, maintenance and management of nurseries; and

(xxii) generate management information system (MIS) reports and queries in the format or by using such parameters as may be prescribed by the PCCF (WP, R & T and DCA) during development of the system.

2.1.3 The Meghalaya Plantation Information System

2.1.3.1 The Meghalaya Plantation Information System should consist of a mobile application along with a linked back-end database and a dashboard to maintain up-to-date online record of topography, climate, soil and vegetation parameters, activities undertaken, seedlings planted, growth and survival percentage of plants raised and observations made by supervisory officers during inspection in respect of the plantations raised by State Government or any agency or institution or organisation or corporation owned or managed or controlled by the State Government.

2.1.3.2 The Meghalaya Plantation Information System should have facilities to:

(i) receive and process applications for registration of different types of users such as custodian, supervisory authority, external monitor, external evaluator or any such other type of user as may be specified by the PCCF (WP, R & T and DCA);

(ii) receive and process applications for registration of plantations;

(iii) upload or, generate through mobile application, geo-referenced map of each planation boarded on the System;

(iv) record details of administrative location of each planation boarded on the System;

(v) record and update details of the in-charge of each planation boarded on the System;

(vi) record and update details of source of funds and each sanction accorded to create and maintain each planation boarded on the System;

(vii) upload or generate through mobile application, details such as geo-referenced map and geo-referenced photographs of the different parts at different intervals in respect of each plantation boarded on the System;

(viii) record, verify and update details such as slope, topography, soil type, soil depth, soil quality parameters (macro and micro nutrients), forest cover, forest type, areas falling under different forest fire vulnerability classes, areas falling under different forest fire prone classes, number of fire incidents reported in the site during last 20 years in respect of each plantation boarded on the System;

(ix) facilitate designated authorities to assess suitability and accept the sites for raising planation under various schemes and facilitate preparation of online annual plan of operations for various afforestation works;

(x) visualise the planation sites on various base maps including Google map, Bhuvan map, topo-sheet, DEM, road maps, nursery map, drainage maps etc.;

(xi) record details including photograph of each activity undertaken at each planation boarded on the System;

(xii) record each activity undertaken in a plantation on boarded on the System to raise plants or to create, upgrade, maintain, write off each movable and non-movable asset;

(xiii) record and update details such as species, height, collar girth, diameter at breast height, top height and photographs of plants raised at each planation;

(xiv) provide for submission of online requisition to obtain plants required for plantation boarded on the System;

(xv) maintain an updated online Plantation Journal in the format to be prescribed by the PCCF (WP, R & T and DCA) for each plantation boarded in the System;

(xvi) capture, upload and store geo-referenced photograph of different parts of planation boarded on the System, at such intervals as may be specified by the PCCF (WP, R & T and DCA);

(xvii) make available to the members of public information on survival percentage at each planation, including latest photographs of plants available in each plantation boarded on the System in a near real time basis;

(xviii) formulate a systematic plan for inspection and monitoring of each planation boarded on the System. The plan may include, among others, un-biased and systematic selection of plantations and specific grids within the selected planations to be inspected by each Supervisory Officer as per a schedule formulated by the concerned custodian Department;

(xix) send online prompts at the pre-determined frequency to all designated Supervisory Officers who are required to undertake inspection during next fifteen (15) days;

(xx) prepare, store, retrieve and analyse report on each inspection, evaluation and monitoring of each plantation boarded on the System;

(xxi) provide for uploading and updating of information relating to best practices and cost norms for creation, maintenance and management of planation; and

(xxii) generate management information system (MIS) reports and queries in the format or by using such parameters as may be prescribed by the PCCF (WP, R & T and DCA) during development of the system.

2.2 The PCCF (WP, R & T and DCA) may stipulate additional features in all or any of these Online Systems which may be felt necessary during development of the Systems.

2.3 The successful Tenderer will be required to host all three Systems on a server belonging to the Government of Meghalaya or Union of India or any agency, organisation, authority owned managed or controlled by the Government of Meghalaya or Union of India after requisite security audit.

2.4 The successful tenders will be required to provide detailed specifications and estimated cost of hardware required for operation and use of these Online Systems. Cost of procurement and of hardware required for operation and use of Online Systems will be borne by the

government of Meghalaya. All hardware and software required for development of these Systems will however, be provided by the successful Tenderer.

2.5 The successful Tenderer will be required to provide year-wise requirement and cost of hiring of cloud servers to store data, including photographs collected by these systems. Cost of hiring the cloud servers will however be borne by the Government of Meghalaya.

2.6 The successful Tenderer will be required to maintain each of these three Systems for a period of two years from the date they are made online. Maintenance of the system will however not include amount, if any, charged for online transfer of money through the payment gateway.

2.7 The successful Tenderer will be required to develop a video tutorial explaining salient features and use of each of these three Systems.

2.8 All three online Systems shall be exclusive property of the Government of Meghalaya. Any of these Systems or any part or module thereof cannot be utilised by the successful Tenderer or any other firm, person, agency, authority without prior approval in writing of the PCCF (WP, R & T and DCA) or any of his superiors in the Government of Meghalaya.

3. PERIOD FOR COMPLETION OF THE WORK

3.1 The Beta Version of all three Systems, duly approved and accepted by the PCCF (WP, R &T and DCA), should be launched within a period of 150 (one hundred fifty) days from the date of issue of the final order to commence the work.

3.2 All three Systems after incorporating all suggestions/ comments received during a period of fifteen (15) days from the date of launch of Beta version, as approved and accepted by the PCCF (WP, R &T and DCA), should be made online after mandatory security audit within a period of 210 (two hundred ten) days from the date of issue of the final order to commence the work.

4. ELIGIBILITY TO UNDERTAKE THE WORK

4.1 Individuals, Firms, Organizations, Joint Ventures and Non-Profit Organizations which meet each of the following conditions are eligible to submit the Tender:

(i) Having atleast three (03) Programmers on their roll on a regular or on contract basis;

(ii) Past experience to develop atleast three (03) online information systems, each at a minimum cost of Rs. 25.00 lakhs, for any State Government or Union Government or a Union territory administration or Institutions, Organisations, Agencies, Authorities and Undertakings owned or managed or controlled by the Government of India or any State Government or Union territory Administration which were made online during a period of last three (03) financial years from 2020-21 to 2022-23; and

(iii) Average annual turnover of not less than Rs. 2.00 crore (rupees two crore only) during last three (03) financial years from 2020-21 to 2022-23.

4.2 In case the Tenderer is a Joint Venture:

(i) The number of partners shall be limited to two (2);

(ii) Both the partners shall collectively meet qualifying criteria specified in paragraph 4.1 above;

(iii) A copy of a Joint Venture Agreement containing, among others, the objectives and management structure of the Joint Venture, contribution of each partner and commitments of each partner to be jointly and severely liable for performance of the contract shall be enclosed with the Technical Bid.

4.3 In case a Tenderer; or in the case of a partnership firm or company incorporated under the Indian Company Law or a Joint Venture or a Non-Profit Organisation, in case a partner or Director of any such firm or company or Joint Venture or Non-Profit Organisation is a relative of any of the members of the Departmental Tender Committee or the PCCF (WP, R &T and DCA), the same shall be informed at the time of submission of tender, failing which the tender is liable to be rejected, or if such fact subsequently comes to light the order placed in favour of the such tenderer may be rescinded.

Note: For the purpose of this clause, mother, father, sister, brother, wife, husband, daughter, son, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step parent, step child, step sister and step brother will only be treated as close relative.

5. OBTAINING OF TENDER BOOKLET

5.1 The eligible persons, partnership firms, joint venture, co-operative society, joint stock company and non-profit organisation may obtain the Tender Booklet containing details of the works to be executed and terms and conditions from the office of the PCCF (WP, R & T and DCA) at the Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya on payment of a non-refundable amount of Rs. 500 (Rupees five hundred only) either in cash or by a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque from a bank having a branch in Shillong drawn in favour of the Deputy Conservator of Forests (Climate Change, Research & Training) payable at Shillong.

5.2 Alternatively, the Tender Booklet may be downloaded from website of the Forests and Environment, Government of Meghalaya (https://megforest.gov.in/). In case the Tender Booklet is downloaded from website of the Forest and Environment Department, cost of Tender Booklet shall be enclosed with the Tender by a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque from a Bank having a branch in Shillong drawn in favour of the Deputy Conservator of Forests (Climate Change, Research & Training) payable at Shillong.

5.3 The Tender Booklet will be available for sale from on all working days from **22.02.2024 to 21.03.2024** during working hours. The same will also be available for download from website of the Forest and Environment, Government of Meghalaya from **22.02.2024.**

5.4 Last date and time for receipt of a completed tender is **22.03.2024 up to 3.00 PM.**

5.5 The Tenders will be opened on **22.03.2024 at 3.30 PM**.

5.6 The PCCF (WP, R & T and DCA) or any authority in the State Government of Meghalaya shall not be responsible for any delay in sending the Tender Booklet by post. No plea of a Tender reaching late due to accident, traffic jam, strike *etc.* shall be entertained.

5.7 Tender Booklet is non-transferable.

6. EARNEST MONEY DEPOSIT (EMD)

6.1 Each Tender shall be accompanied with refundable Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One Lakh only**) in the form of a crossed Demand Draft or a crossed Pay Order or a Bankers Cheque or a Fixed Deposit or a Call Deposit or a Bank Guarantee drawn in favour of the Deputy Conservator of Forests (Climate Change, Research & Training) payable at Shillong from a Bank having a branch in Shillong. If the tenderer is a member of a Scheduled Tribe (ST) or a Scheduled Caste (SC), he may submit EMD amounting to **Rs. 50,000/- (Rupees Fifty Thousand only**).

Note: Partnership firms, Co-operative Societies, Joint Stock Companies, Joint Ventures and Non-Profit Organisations, even those fully owned by the members of Scheduled Tribes and Scheduled Castes will be required to submit the EMD amounting to Rs. 1,00,000/- (Rupees One Lakh only).

6.2 Tenders submitted without the prescribed EMD shall be summarily rejected.

6.3 On finalization of the tender, the EMD submitted by all unsuccessful Tenderers shall be returned forthwith. The EMD furnished by the successful Tenderer shall be returned only after completion of the work.

6.4 If a Tenderer attempts to withdraw the tender submitted by him/her after its opening or fails to sign the agreement with the PCCF (WP, R & T and DCA) or fails to start the work within a period of thirty days from the date of issue of the preliminary work order or from such other date as specified in the final work order, whichever is later, the EMD furnished by him/her may be forfeited to the revenue of the State of Meghalaya free from encumbrances. In case a successful Tenderer fails to complete the work assigned to him/her within a period specified in the Tender Booklet and the extension(s) thereof, if any, allowed by the PCCF (WP, R & T and DCA) from time to time; apart from the imposition of other penalties as specified in the Tender Booklet, the EMD submitted by the successful Tenderer may also be forfeited to the revenue of the State of Meghalaya free from all encumbrances.

6.5 No interest shall be payable on the EMD furnished by a Tenderer.

7. COURT FEE STAMP

7.1 Each Tender shall be affixed with non-refundable court fee stamp of Rs. 1,000 (rupees one thousand only) denomination.

7.2 Due to non-availability or any other reasons(s), if it is not feasible for a Tenderer to affix the court-fee stamp of the prescribed denomination, the equivalent amount in lieu thereof may be enclosed with the Technical Bid in the form of a crossed Demand Draft or a crossed Pay Order or

a crossed Bankers Cheque drawn in favour of the Deputy Conservator of Forests (Climate Change, Research & Training) payable at Shillong from a Bank having a Branch in Shillong.

7.3 Tenders submitted without affixing the non-judicial court fee stamp of the prescribed denomination or amount in lieu thereof are liable to be rejected summarily.

8. SUBMISSION OF THE TENDER

8.1 Each tender shall consist of separate 'Technical Bid' and 'Price Bid'.

8.2 Part-A of the Tender Booklet will constitute the Technical Bid. Similarly, Part 'B' of the Tender Booklet will constitute the Price Bid.

8.3 Both the Technical Bid and the Price Bid shall be filled in by making neatly typed or hand written entries by the Tenderer. In case the Tenderer is one other than an Individual, the Tender shall be signed by the Chief Executive Officer or Managing Director or a person duly authorised to submit the Tender on behalf of the Tenderer (hereinafter referred to as the 'authorised signatory').

8.4 All entries in the Technical Bid and Price Bid shall be made in the English language only.

8.5 Overwriting in the Technical Bid and Price Bid is strictly forbidden. Cutting and corrections in the Technical Bid and Price Bid, if any, should be attested by the Tenderer by affixing full signature along with date. In case the Tenderer is one other than an Individual, cuttings and corrections in the Tender, if any, should be attested by the Chief Executive Officer or Managing Director or the authorised signatory.

8.6 In the Price Bid the Tenderer shall quote the amount payable to the Tenderer for development of the Meghalaya Agar Information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System and maintenance of all these three Information Systems for a period of two years from the date they are made online. The price quoted by the Tenderer shall be inclusive of all taxes, levies, cess, or any other amount payable to the Tenderer.

8.7 The amount payable to the Tenderer shall be quoted both in letters and words. In case of any doubt or discrepancy, the amount quoted in words shall be treated as the final.

8.8 The amount quoted by the Tenderer shall be valid for acceptance for a minimum period of ninety (90) days from the date of the opening of the Technical Bid.

8.9 Conditional Tenders are liable to be rejected summarily.

8.10 All pages of the Technical Bid, Price Bid and the annexure and enclosures thereto shall be signed by the Tenderer along with the date. In case the Tenderer is one other than an Individual, the same shall be signed by the Chief Executive Officer or Managing Director or the authorised signatory.

8.11 In the event of space on any page being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently and be signed

by the Tenderer along with the date. In case the Tenderer is one other than an Individual, the same shall be signed by the Chief Executive Officer or Managing Director or the authorised signatory. In such cases, reference to the additional pages should be added in the covering letter.

8.12 A complete Technical Bid shall contain the followings:

(i) A covering letter on the authorized letterhead of the Tenderer clearly indicating therein complete address together with telephone and fax numbers and E-mail addresses.

(ii) Duly filled in Part-A of this Tender Booklet.

(iii) EMD in form of a Bank draft or a Pay Order or a Bankers Cheque or a Fixed Deposit Receipt (FDR) or a Call Deposit or a Bank Guarantee.

(iv) Court fee stamps of the prescribed denomination or a Demand Draft or a Pay Order or a Bankers Cheque for payment of amount in-lieu thereof.

(v) The original or a copy of the money receipt of making payment of the cost of the Tender Booklet or a Demand Draft or a Pay Order or a Bankers Cheque for payment of amount in-lieu thereof in case the Tender Booklet has been downloaded from website of the Forests and Environment Department, Government of Meghalaya.

(vi) A copy of the Joint Venture Agreement in case the Tenderer is a Joint Venture.

(vii) A copy of document authorising the person who sign the Tender to submit and sign the tender on behalf of the Tenderer in case the Tenderer is other than an individual and the tender is signed and submitted by a person other the Chief Executive Officer or the Managing Director.

(viii) A copy of a documentary evidence in support of the claim of the Tenderer to be a Non-Profit Organization in case the Tenderer is a Non-Profit Organization.

(ix) A copy of the caste certificate issued in favour of the Tenderer by a competent authority in the concerned State Government in case the Tenderer is a member of Scheduled Caste/ Scheduled Tribe/ Native Scheduled Tribe of Meghalaya.

(x) A copy of works order for each Online System developed by the Tenderer at a cost of Rs. 25 lakh and more for any State Government or Union Government or a Union territory administration or Institutions, Organisations, Agencies, Undertakings owned or managed or controlled by the Government of India or any State Government or Union territory Administration which were made online during a period of last three financial years from 2020-21 to 2022-23.

(xi) A copy of completion certificate for each Online System developed by the Tenderer at a cost of Rs. 25 lakh and more for any State Government or Union Government or a Union territory administration or Institutions, Organisations, Agencies, Undertakings owned or managed or controlled by the Government of India or any State Government or Union

territory Administration which were made online during a period of last three financial years from 2020-21 to 2022-23.

(xii) A copy of Bio-data along with documentary evidence in support of educational qualification and work experience of each Programmer on roll of the Tenderer.

(xiii) A copy of Audited Statement of Accounts of the Tenderer for last three financial years from 2020-21 to 2022-23.

(xiv) A copy of Balance Sheet of the Tenderer for last three financial years from 2020-21 to 2022-23.

(xv) A copy of up-to date Goods and Service Tax (GST) clearance certificate issued by the concerned competent authority of Government

(xvi) A copy of an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council, if the registered office of the Tenderer is located in Meghalaya.

(xvii) If the tenderer is a Co-operative society, a Firm or a Joint Stock Company:

(a) A copy of the Registration Certificate from the concerned Registration Authority;

(b) A copy of the resolution/document authorizing the person who signs the Tender; and

(c) Statement regarding authorised, subscribed and paid up capitals;

(xviii) A copy of trading license issued by the concerned competent authority of the Khasi Hills Autonomous District Council (KHADC)/ Jaintia Hills Autonomous District Council (JHADC)/ Garo Hills Autonomous District Council (GHADC), if the tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and carry on wholesale or retail trade from an area to which above regulations extend,

8.13 All documents mentioned in the clause 8.12 above, shall be fully secured and put into a sufficiently large envelope which should be sealed and super–scribed **"Technical Bid for Development and Maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System due to be opened on 22.03.2024"**

8.14 The Price Bid shall be submitted in Part-B of this Tender Booklet. In the Price Bid the Tenderer shall quote the amount payable to the Tenderer for undertaking the Work. The amount quoted by the Tenderer shall be inclusive of all taxes, levies, cess or any other amount payable to the Tenderer.

8.15 The Price Bid shall be put into a separate envelope which should be sealed and super-scribed **"Price Bid for Development and Maintenance of the Meghalaya Agar information**

System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System".

8.16 Both the sealed envelopes containing Technical Bid or Price Bid shall be put into a sufficiently large envelope which should be sealed and super-scribed "**Technical Bid & Price Bid for Development and Maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System due to be Opened on 22.03.2024"**

8.17 The envelope containing the Technical Bid and Price Bid shall be addressed to the Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs, Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya.

8.18 Full address of the Tenderer shall be affixed on left bottom corner of the each of the envelopes containing the Technical Bid, Price Bid and the both Technical Bid and Price Bid.

8.19 The envelope containing the completed Technical Bid and Price Bid shall reach the office of the Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs, Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya on or before **03.00 PM on 22.03.2024**. If desired, the Tenderer may put the envelope containing Technical Bid and Price Bid directly in a Tender Box kept at the reception counter at the office of the Principal Chief Conservator of Forests & Head of Forest Force, Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya. All bids received by the PCCF (WP, R & T and DCA) by hand or by post on or before the afore-mentioned due date and time shall be put in the afore-mentioned Tender Box after making an entry in a register kept in his office.

8.20 Immediately at the prescribed due date and time for the receipt of the Tenders, the Tender Box will be sealed in the presence of the representatives of the Tenderers. In no case Tenders received after the due date and time shall be accepted. The PCCF (WP, R & T and DCA) and any other authority in the State of Meghalaya shall not be responsible for any delay in the submission of a Tender. All Tenders received after the due date and time shall be returned to the respective Tenderers without opening the same.

8.21 Due to any unavoidable reason(s), if the office of the PCCF (WP, R & T and DCA) remains closed on the last date prescribed for receipt of the Tenders, the Tenders will be received during the next working day at the same venue up to the same time.

9 OPENING OF THE TENDERS

9.1 The Tenders shall be opened by an officer or a committee of officers duly authorised by the PCCF (WP, R & T and DCA) in this regard, in the presence of the Tenderers or their representatives who wish to remain present, at the office of the PCCF (WP, R & T and DCA), Sylvan House, Lower Lachumiere, Shillong-793001 Meghalaya at **3.30 PM on 22.03.2024**.

9.2 Due to any unavoidable reason(s) if the office of the PCCF (WP, R & T and DCA) remains close on the date prescribed for opening of the Tenders, the Tenders shall be opened on the next working day without any change in the venue and time.

9.3 Following procedure shall be adopted for opening of the Tenders:

(i) Immediately after opening of the tender box, total number of Tenders received and the name of Tenderers will be announced to the Tenderers or their representatives who are present during the opening of the Tenders and the same will also be entered in the tender opening minute register.

(ii) The sealed envelopes containing separately sealed Technical Bid and Price Bid received from various Tenderers will be opened one by one in the same order in which they have been entered in the tender opening minute register. The sealed envelopes containing Technical Bids and Price Bids shall be segregated and shall be initialled by the officer or a group of officers authorised for opening of the Tenders and without opening all sealed envelopes containing Price Bids will be put into a separate envelope which should be sealed and superscripted **"Price Bids for Development and Maintenance of the Meghalaya Agar Information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System received from....(number of Tenderers) on 22.03.2024"**

(iii) Envelopes containing Technical Bids will however be opened in the same order in which they have been entered in the tender opening minute register. After opening the sealed cover, each page of the Technical Bids will be initialled by the officer or group of officers authorised for opening of the Tenders and details thereof will be entered in the tender opening minute registers.

10 EVALUATION OF THE TENDERS

10.1 The Technical Bids shall be evaluated by a 'Technical Evaluation Committee' consisting of the PCCF (WP, R & T and DCA) and such other officials and experts having adequate knowledge relating to the study, constituted by the PCCF (WP, R & T and DCA).

10.2 The Technical Bids received from the Tenderers which do not meet any of the eligibility criteria given in clause 4 above in Part-II of this Tender Booklet shall be rejected summarily. The remaining Technical Bids received from the Tenderers which meet all the eligibility criteria given in clause 4 above shall be evaluated by a Technical Evaluation Committee on the basis of the number, qualification and experience of Programmers on the Roll of the Tenderer; past experience of the Tenderer in developing Online Systems, each at a minimum cost of Rs. 25 lakhs, which were made online during a period of last three financial years from 2020-21 to 2022-23; past experience of the Tenderer in developing Online System for Meghalaya, each at a minimum cost of Rs. 25 lakhs, which were made online during a period of last three financial years from 2020-21 to 2022-23 and Quality of Online Systems developed by the Tenderers, each

at a minimum cost of Rs. 25 lakhs, which were launched during a period of last three financial years from 2020-21 to 2022-23.

10.3 The scoring criteria to be used by the Technical Evaluation Committee for the evaluation shall be as below:

Sl. No.	Requirements	Score
A.	**Number, qualification and experience of Programmers available on roll of the Tenderer**	**30**
A.1	**Number of Programmers**	**10**
	5 or More	10
	4	8
	3	6
	Less than three	0
A.2	**Qualification (for each Programmer)***	10
	B.E./B. Tech or M. Tech or equivalent from any IIT	2.00
	B.E/B. Tech or M. Tech or equivalent from any NIT	1.50
	M. Tech or equivalent from any other University	1.25
	B.E./B. Tech or BCA or MCA or equivalent course from any other University	1.00
A.3	**Experience (for each Programmer)*as on 21.03.2024**	10
	More than 4 Years	2.00
	3 to 4 Years	1.50
	2 To 3 Years	1.00
	1 to 2 Years	0.50
	Less than 1 Year	0.00
B.	**Past experience of the Tenderer in development of Online Systems each at a minimum cost of Rs. 25 lakhs which were made online during a period of last three financial years from 2020-21 to 2022-23**	**20**
	More than 4	20
	4	15

	3	10
	Less than 3	0
C.	**Past experience of the Tenderer in development of Online Systems in Meghalaya, each at a minimum cost of Rs. 25 lakhs, which were made online during a period of last three financial years from 2020-21 to 2022-23**	**20**
	More than 3	20
	3	15
	2	10
	1	5
D.	**Quality of Online Systems Developed by the Tenderer, each at a minimum cost of Rs. 25 lakh, which were made online during a period of last three financial years from 2020-21 to 2022-23**	**30**
	Contents and Complexity of the Systems	15
	Presentation and Ease of Use of the Systems	15
Total (A + B + C + D)		**100**

*. *In case Tenderer has more than 5 (five) programmers on its roll, score of five programmers having highest scores will only be considered*

10.4 All those Technical Bids which get a score of less than 60 (sixty) out of the maximum possible score of 100 (one hundred) shall be rejected summarily. The Technical Evaluation Committee shall rank the remaining Technical Bids which got score of 60 (sixty) or more from the highest to the lowest based on their score.

10.5 The Technical Evaluation Committee may require the Tenderers to make presentation on salient features of the Online Systems developed by them, each at a minimum cost of Rs. 25 lakh, which were made online during a period of last three financial years from 2020-21 to 2022-23 to assess quality of these systems. Such presentation may be made in online or physical mode. No payment shall be made to the Tenderers for expenditure incurred on making such presentations.

10.6 On completion of the evaluation of the Technical Bids, the PCCF (WP, R & T and DCA) through the Principal Chief Conservator of Forests and Head of Forest Force, Meghalaya shall place the report of the Technical Evaluation Committee along with all the Technical Bids before the Departmental Tender Committee in the Forests and Environment Department in the Government of Meghalaya (hereinafter called as 'Departmental Tender Committee').

10.7 The Departmental Tender Committee will critically scrutinize and confirm the recommendation of the Technical Evaluation Committee, with or without such modification(s),

as it deem fit and proper and finalize a list containing name, score and rank of the Tenderers who are found to be technically eligible to undertake the Work.

10.8 On finalization of the list containing name, score and rank of the Tenderers who are found to be technically eligible to undertake the Work, the PCCF (WP, R & T and DCA) will intimate to all such technically eligible Tenderers, the date, time and venue for opening of the Price Bids. On such day, time and venue, Price Bids submitted by only technically eligible Tenderers who are shortlisted by the Departmental Tender Committee will be opened by an officer or a committee of officers duly authorised by the PCCF (WP, R & T and DCA) in this regard in the presence of the Tenderers or their representatives, who may desire to remain present. The Price Bids submitted by all other Tenderers who have not been shortlisted by the Departmental Tender Committee will be returned unopened to the respective Tenderers under acknowledgement.

10.9 After opening, the PCCF (WP, R & T and DCA) will analyse the Price Bids and will prepare a comparative statement containing rates quoted and composite score for each technically eligible tenderer, to be calculated by assigning sixty percent (60%) weightage to the score obtained during technical evaluation and fourty percent (40%) weightage to the price quoted, in the following manner:

Composite Score of Tenderer i: $\{(TC_i/TC_{max})x\ 60\} + \{(PQ_{min}/PQ_i) \times 40)\}$
Where:

TCi = Score obtained by Tenderer i in Technical Evaluation
TCmax: Maximum score obtained in Technical Evaluation
PQmin= Price quoted by the Lowest Tenderer
PQi = Price quoted by the Tenderer i

10.10 The PCCF (WP, R & T and DCA) shall submit an authenticated comparative statement along with speaking recommendations as to the Tenderer in whose favour the order to undertake the Work may be placed, to the Departmental Tender Committee through the Principal Chief Conservator of Forests & Head of Forest Force, Meghalaya for consideration and decision of the Departmental Tender Committee.

10.11 On receipt of an authenticated comparative statement along with speaking recommendations of the PCCF (WP, R & T and DCA), the Departmental Tender Committee will take a decision to place the order in favour of the Tenderer who has obtained the highest composite score. In case equal highest composite score has been obtained by more than one Tenderer, the Departmental Tender Committee may decide to place order in favour of the Tenderer, from among all such Tenderers who have obtained equal highest composite score, has quoted the minimum price. In the exceptional circumstances, where the lowest amount quoted by the Tenderer who has obtained the highest composite score is substantially higher than the prevailing market rate, the Departmental Tender Committee may invite the Tenderer who has obtained the highest composite score, for negotiation to reduce the amount quoted by such Tenderer or may decide to call the Tenders afresh. In case the equal highest composite score has been obtained by more than one Tenderers and the Departmental Tender Committee decides for negotiation, all such Tenderers who have obtained equal highest composite score shall be invited

for the negotiation. The Departmental Tender Committee will also have the discretion to call Tenders afresh if during the negotiation the Tenderer(s) who have obtained the highest composite score refuse(s) to reduce the amount to the satisfaction of the Departmental Tender Committee.

10.12 The Departmental Tender Committee reserves the right to accept or reject all or any Tender, wholly or partially, without assigning any reason(s) thereof.

10.13 The PCCF (WP, R & T and DCA), reserves the right to cancel or withdraw the notice inviting Tenders at any time without assigning any reason(s) thereof.

10.14 The amounts quoted by a Tenderer shall remain valid for acceptance for a minimum period of ninety (90) days from the date of the opening of the Technical Bid. Any unsolicited correspondence by any Tenderer after opening of the Technical Bid is liable to render the Tender submitted by such Tenderer as invalid.

11 ORDER TO COMMENCE THE WORK

11.1 On receipt of the approval from the Departmental Tender Committee, the PCCF (WP, R & T and DCA), or any officer authorised by the PCCF (WP, R & T and DCA), in this behalf may place a Preliminary Order in favour of the successful Tenderer along with two copies of an Agreement [duly signed by the PCCF (WP, R & T and DCA)] to be entered between the PCCF (WP, R & T and DCA) and the successful Tenderer to provide that the PCCF (WP, R & T and DCA) and the successful Tenderer will comply with the conditions stipulated in this Tender Booklet read with the Price Bid submitted by the successful Tenderer and request the successful Tenderer to return a copy of one such Agreement after affixing the signature of the Chief Executive Officer or Managing Director or the authorised representative within a period of 21 days from the date of issue of Preliminary Order. The second copy of the agreement shall be retained by the successful Tenderer for his/her record.

11.2 Within five days from the date the receipt of agreement duly signed by the Chief Executive Officer or Managing Director or the authorised representative, the PCCF (WP, R & T and DCA) or any officer authorised by the PCCF (WP, R & T and DCA) in this behalf may place a Final Order to Commence the Work in favour of the successful Tenderer.

11.3 The preliminary Order and the Final Order to Commence the Study shall be sent to the successful Tenderer through registered post and email.

12 COMMENCEMENT AND EXRCUTION OF THE WORK

12.1 Within ten days from the date of issue of the Final Order to Commence the Work, the successful Tenderer shall commence the Work.

12.2 The successful Tenderer shall submit to the PCCF (WP, R & T and DCA) a monthly report on progress of work.

13 EXTENSION OF THE PERIOD FOR COMPLETION OF THE WORK

13.1 In case for valid and cogent reason(s) beyond the control of the successful Tenderer, it is not possible to complete the work within the period stipulated in clause 3 above, the Chief Executive Officer or Managing Director or the authorised representative of the successful Tenderer may by an application in writing, request the PCCF (WP, R & T and DCA) to extend the period to complete the work by such further period as may be given in such application.

13.2 Application submitted by the successful Tenderer for extension of the period to complete the study clearly stating therein the reason(s) for extension of the period to complete the Work shall reach the PCCF (WP, R & T and DCA) at-least 10 (ten) days before the expiry of the period to complete the work. The PCCF (WP, R & T and DCA), for the reasons to be recorded in writing may refuse or extend the period to complete the Work for a maximum period of 30 (thirty) days at a time, with or without levy of penalty for delay in completion of the Work.

14 PENALTY FOR DELAY IN COMPLETION OF THE WORK

14.1 In case the successful Tenderer fails to complete the work and make online each of the three Systems after incorporating all the suggestions of the PCCF (WP, R & T and DCA), within the period stipulated in clause 3 above, the PCCF (WP, R & T and DCA) reserves the right to deduct the penalty from the amounts payable to the successful Tenderer at the rate of 0.50% (zero decimal five zero percent) of the amount payable to the successful Tenderer for the incomplete work for each completed week of delay subject to the maximum of 10% (ten percent) of the value of the total amount payable to the successful Tenderer.

14.2 In case the Tenderer is a Corporation or an Authority or Agency owned or managed or controlled by the Union of India or a State Government or a Union territory Administration or a non-profit organization, period for completion of the work will be extended without a condition to impose penalty for delay in completion of the Work.

15 MAKING OF THE PAYMENT

15.1 Payment to the successful Tenderer shall be made as per the schedule given below:

(i) Within 10 days from launch of Beta Version of each of the three Information Systems duly approved and accepted by the PCCF (WP, R & T and DCA) : 10 % (ten percent) for each Information System.

(ii) Within 10 days from the date of each of the three Information Systems duly approved and accepted by the PCCF (WP, R & T and DCA) is made online: 10% (ten percent) for each Information System

(iii) Within 10 days from the date the all the three Information Systems duly approved and accepted by the PCCF (WP, R & T and DCA) are made online: 20% (ten percent).

(iv) Within 10 days from the expiry of each six month period from the date the all three Information systems are made on line, subject to satisfactory maintenance of all three

Systems duly certified by the PCCF (WP, R & T and DCA) during the respective six monthly periods: 5 % (five percent).

15.2 Decision of the PCCF (WP, R & T and DCA) as to the readiness for launch of the Beta Version or to make online each of the three Systems and satisfactory maintenance of these Systems shall be final and binding on the successful Tenderer.

15.3 Payment shall be made through an account payee crossed cheque or a demand draft or NEFT or RTGS. In case the payment is to be made by a demand draft or NEFT or RTGS the amount charged by the Bank for such payment shall be deducted from the amount payable to the successful Tenderer. In no case, more than Rs. 5,000/- (rupees five thousand only) shall be paid through cash.

15.4 In case the successful Tenderer desires to receive the payment through NEFT or RTGS, full details of his bank account duly verified by the Manager of the Bank Branch in which such account is located shall be provided to the PCCF (WP, R & T and DCA).

15.5 No interest shall be paid to the successful Tenderer for delay in making payment.

16 DEDUCTIONS

16.1 All such taxes or levies or fees or cess as mandated under a statute or rule made thereunder or a guideline or an office memorandum, for the time being in force in Meghalaya shall be deducted from the amounts payable to the successful Tenderer.

16.2 In case of a delay in completion of the work, penalty for the delay at the rate specified by the PCCF (WP, R & T and DCA), wherever applicable, shall also be deducted from the Bill of the successful Tenderer.

17. CHANGE IN CONSTITUTION OF THE SUCCESSFUL TENDERER

In the case of any change in the constitution of the successful Tenderer, the same shall be forthwith notified by the successful Tenderer to the PCCF (WP, R &T and DCA) for his information and record.

18. DISPUTE RESOLUTION

18.1 All disagreements, disputes and differences that may arise between the PCCF (WP, R & T and DCA) or the State of Meghalaya and the successful Tenderer which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of the relevant Indian laws applicable to the Meghalaya. The venue of proceedings for arbitration shall be Shillong in Meghalaya.

18.2 The obligations and liabilities arising out of the works to be undertaken in accordance with this Tender Booklet shall be construed in accordance with the laws applicable in the State of Meghalaya. The Courts in Shillong in Meghalaya shall have the exclusive jurisdiction to try all or any such dispute.

19. INTERPRETATION

Except where otherwise specified in this Tender Booklet and the Order(s) to commence the work, the decision of the PCCF (WP, R & T and DCA) shall be final, conclusive and binding on the successful Tenderer upon all questions relating to the meaning of the scope of the work and instructions hereinbefore mentioned and as to any other question, claim right, matter or thing whatsoever in any way arising out of or relating to the quality of the work, instruction, orders of these conditions, or otherwise concerning the undertaking of the work or failure to undertake the same whether arising during the progress of the work, or after the work or abandonment thereof.

21/02/2025

(H.C. Chaudhary, IFS)
Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
Meghalaya: Shillong
(Tel- Fax.: 0364-2227311, Email: pccfmeghccrandt@gmail.com)

APPENDIX-I

FORMAT FOR BIO-DATA OF THE PROGRAMMERS ON ROLL OF THE TENDERER

1. Personal information:

(a)	Name of the Programmer	
(b)	Current Designation	
(c)	Father's / Mother's/ Spouse's Name	
(d)	Date of Birth	
(e)	Contact Details (Address, E-mail ID, phone number, whatsapp number)	

2. Educational qualifications (from Bachelor's degree onwards):

Degree / Diploma	Name of the Institution/ University	Passing Year	Grade**/ Division	% of marks	Main subjects
** Please provide grade equivalence to percentage of marks, if any.					

(Attach additional sheet(s), if required)

3. Details of Experience:

Sl. No.	Name of Institute / Organization / Department/ Company	Designation	Period		Nature of duty (roles and responsibilities held by the Programmer)
			From	To	
1.					
2.					
3.					
4.					
5.					

(Attach additional sheet(s), if required)

4. Details of engagement with the Tenderer:

Sl. No.	Designation	Period		Nature of engagement (Regular/ Contractual)
		From	To	
1.				
2.				

Sl. No.	Designation	Period		Nature of engagement (Regular/ Contractual)
		From	To	
3.				
4.				
5.				

(Attach additional sheet(s), if required)

Enclosures:

1. A copy of Degree /Diploma/Certificate in respect of each Educational Qualification (*please tick mark appropriately*): Enclosed/ Not Enclosed
2. A copy of Certificates in respect of each Work Experience (*please tick mark appropriately*): Enclosed/ Not Enclosed

Declaration by the Programmer

I hereby declare that all the particulars stated hereinabove are true to the best of my knowledge and belief.

Date: .....
Place: .....

Signature of the Programmer

Declaration by the Tenderer

I hereby declare that all the particulars stated hereinabove are true as per the record available with the Tenderer.

Date: .....
Place: .....

Signature and Seal of the Tenderer or the Authorised Signatory

PART B: PRICE BID

(To be filled in by the Tenderer)

To,

The Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
O/o Principal Chief Conservator of Forests & HoFF
Sylvan House, Lower Lachumiere
Shillong – 793001, Meghalaya

Sub: Price Bid for Development and Maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System.

Sir,

I hereby submit our Price Bid for development and maintenance of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System, as follows:

1. Full name of the Tenderer (in block Letter): .....

2. Postal address of the Tenderer.....

.....

.....

.....

.....

.....

Phone: .....Fax:..... Mobile: .....

Whatsapp: ..... Email:.....

3. In case the Tenderer is one other than an individual, name and designation of the person who sign the Technical Bid: .....

.....

4. Amount quoted by the Tenderer for development of the Meghalaya Agar information System along with the Meghalaya Nursery Information System and the Meghalaya Plantation Information System and maintenance thereof for a period of two years from the date of launch of Final Version inclusive of all taxes, levies, cess, or any other amount:

(a) In letters: Rs. .....

(b) In words: Rupees .....

.....

.....

5. Validity of the amount quoted by the Tenderer (**Note:** in no case it shall be less than ninety (90) days from the date of opening of the Bid): .....

.....

Date: .....
Place: .....

Signature and Seal of the Tenderer or the Authorised Signatory

DECLARATION FORM

I agree that I will not withdraw from this bid during the time that will be required for its acceptance, nor will I withdraw it afterwards should my bid be accepted.

Further certified that during last three years the Tenderer has not defaulted in undertaking works assigned in favour of it nor any of the works assigned to the Tenderer has been rescinded during the last three years.

Date: .....
Place: .....

Signature and Seal of the Tenderer or the Authorised Signatory