

**ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC  
GARDEN (AJCBIBG)  
BOTANICAL SURVEY OF INDIA, HOWRAH**

**Tender No.AJCBIBG-232/8/2014-Tech.(Misc.)/1**

**NOTICE INVITING TENDERS**

Sealed tenders are invited from registered and established agencies/firms for carrying out the topographical survey of all trees and shrubs of Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) purely on Contract basis.

<b>Name of Work</b>	<b>Earnest Money</b>	<b>Cost of Tender Document</b>	<b>Duration of work/ Contract</b>
Topographical survey, GIS-mapping of Trees and Shrubs of Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG). The work broadly includes preparation of an authentic data of the Trees and Shrubs of Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) using GIS Mapping technology.	<b>₹25, 000/-</b>	<b>₹1000/-</b>	<b>Three Months</b>

The Tender Documents can be downloaded from the websites ([www.bsi.gov.in](http://www.bsi.gov.in)/[www.tenders.gov.in](http://www.tenders.gov.in)/[www.bsienvi.nic.in](http://www.bsienvi.nic.in)) and the cost of the Tender Document amounting to **₹1000/- (Rupees One Thousand)** only (non-refundable) must be sent in the form of Demand Draft drawn in favour of the **PAO (BSI/ZSI), Kolkata** along with filled in Tender Document. The downloaded Tender Document will not be entertained without the DD amounting to **₹1000/- (Rupees Thousand)** only (non-refundable).

A pre-bid conference will be held on **22.12.2016** at **02.30 PM** in the Chamber of the Scientist-‘E’ & Head of Office, AJCBIBG.

The sealed tenders must reach this office on or before **26.12.2016 up to 12.00 Noon**. Technical Bid (Part-I) will be opened at the same office on **26.12.2016** at **12.30 P.M.** The tenderers should give a demonstration of their proposed equipments, manpower, technical expertise, etc. on **26.12.2016** from **01.00 P.M.** onwards in Acharya Jagadish Chandra Bose Indian Botanic Garden premises. Financial Bid (Part-II) will be opened on **26.12.2016** at **3.00 P.M.** at the **Office of the Scientist – ‘E’ & Head of Office, Acharya Jagadish Chandra Bose Indian Botanic Garden, BSI, Howrah – 711 103** for those Tenderers who will be declared Technically Qualified and sound in Demonstration.

The Competent Authority reserves the right to accept or reject any or all the Tenders without assigning any reason and for making any change in the Scope of Work.

**Scientist-‘E’ & Head of Office  
Acharya Jagadish Chandra Bose Indian Botanic Garden**

Botanic Garden, Howrah – 711 003, INDIA

Tel: 033-26680554/26681466; Fax: 033-26685096

Email : [ibg\\_bsi@rediffmail.com](mailto:ibg_bsi@rediffmail.com); [ibg\\_bsi@yahoo.co.in](mailto:ibg_bsi@yahoo.co.in)



भारत सरकार/Government of India

पर्यावरण, वन एवम् जलवायु परिवर्तन मंत्रालय /Ministry of Environment, Forests & Climate Change

भारतीय वनस्पति सर्वेक्षण/Botanical Survey of India

आचार्य जगदीश चंद्र बोस भारतीय वनस्पति उद्यान, हावड़ा / Acharya Jagadish Chandra Bose Indian Botanic Garden, Howrah – 711 103

**TENDER FORM FOR CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

**Tender No.AJCBIBG-232/8/2014-Tech.(Misc.)/1**

**TECHNICAL BID (Part-I)**

Affix PP Size  
photograph of the  
tenderer or proprietor  
of the firm/AGENCY

1. Cost of Tender Form : ₹1000/- only
2. Date & Time of Pre-Bid Conference : 22.12.2016 at 02.30 PM
3. Last Date & Time of Submission of Tender Forms: 26.12.2016 up to 12.00 Noon
4. Date & Time of Opening of Technical Bid (Part-I) : 26.12.2016 at 12.30 PM
5. Date & Time of Demonstration : 26.12.2016 from 01.00 PM onwards
6. Date & Time of Opening of Financial Bid (Part-II) : 26.12.2016 at 03.00 PM
7. Duration of Work : Three months only
8. Names, Addresses of Firm/Agency with Telephone No(s). : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Registration Number of the Firm/Agency : \_\_\_\_\_

Date of Validity of Registration: \_\_\_\_\_

8. Name, Designation, Address and Telephone No(s). of authorized person of Firm / Agency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Status of the Agency (Proprietorship/Partnership/Limited Company) : \_\_\_\_\_

\_\_\_\_\_

10. Specify Name, Address and Telephone No(s). of Proprietor/Partners/Managing Director/  
Authorized person :

Sl. No.	Name & Designation	Full Address	Telephone & Mobile No (s)

11. TAN/PAN No.: \_\_\_\_\_

Date of Validity of Registration: \_\_\_\_\_

12. Service Tax Registration No. : \_\_\_\_\_

\_\_\_\_\_

Date of Validity of Registration: \_\_\_\_\_

13. Details of Earnest Money Deposit:

a. Amount: ₹ \_\_\_\_\_ (in words) \_\_\_\_\_

\_\_\_\_\_

b. Bank Demand Draft No. \_\_\_\_\_

c. Date of issue of Demand Draft \_\_\_\_\_

d. Name of the issuing Bank \_\_\_\_\_

14. Plan of work (Separate sheet to be enclosed).

15. Details of equipments and manpower, etc. to be provided (A physical demonstration is to be given by the agency).

16. Details of experience with regard to the similar services for at least the last three years. Please, enclose copies of the work order/satisfactory reports/completion certificate from the previous/existing client(s) : (separate sheet may be attached) :
17. Any other information: \_\_\_\_\_
- 

**18. DECLARATION:**

**This is to certify that I/We before signing this Tender Form have read and fully understood all the Terms & Conditions contained in the enclosed ANNEXURE and as mentioned hereunder, and undertake myself/ourselves abide by them:**

- a. Earnest Money Deposit of ₹25,000/- (Rupees Twenty Five Thousand) only is liable to be forfeited by the AJCBIBG/BSI Authority, if on award of the License, I/we do not accept the award or do not fulfill any of the conditions stipulated in tender documents within the prescribed time.
- b. On account of non-acceptance of the award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by the AJCBIBG/BSI Authority for further participation in the tenders at AJCBIBG, Howrah for a period of three years.
- c. On account of furnishing inadequate or wrong information, my/our tender will be liable to be rejected by the AJCBIBG/BSI Authority without assigning any reason thereof. At a later stage, if any or all the documents submitted by me/us are found to be false, the Contract will be terminated forthwith and the Performance Security stand forfeited without prejudice to make me/us liable for any other action as deemed fit by AJCBIBG authority.
- d. The AJCBIBG/BSI Authority does not bind itself to accept the lowest bid and/or lowest tender, and reserves to itself the right to cancel any or all tenders or accepting the whole or any part of the tender.

**Date:**  
**Place:**

**(Signature of Tenderer)**

**Name:**

**Designation:**

**Address:**

**Phone No. (O):**

**Phone No. (R):**

**Mobile No. :**

**e-mail :**

**Website :Witness:**

Name in Full	Address for Communication	Signature

**TENDER FOR CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

**Proposition:**

- (i) The Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) is a prime center of *ex-situ* conservation, scientific studies and environment awareness, spread over in land area 273 acre, divided into 25 Divisions having around 15,000 trees and shrubs belonging to 1,400 species approx. which get water through root-network from 24 man-made lakes which are connected with each other by underground inter-connections and finally to the river Hoogly and total metal road network is 17 km. approx. The garden remains open for visitors / commuters from 05.00 AM to 05:30 PM during March - September and from 05.30 AM to 05:00 PM during October – February. Besides, garden staff and visitors / commuters staff of other Units / Sections of Botanical Survey of India (BSI) like BSI Hqr., Central National Herbarium (CNH) and Central Botanical Laboratory (CBL) also visit this historic garden. This garden runs in accordance with various Rules, Regulations, Acts including notifications, orders, amendments made from time to time by the Government of India and in any case if, there will any violation of these during the contract period made either by the LICENSEE and or its staff deployed in the garden, whole liability to face all consequences will be on the LICENSEE itself.
- (ii) A Pre – Bid conference will be held between the AJCBIBG/BSI officials and prospective tenderers to discuss terms & conditions, scope of work, guidelines to be followed, etc., on the date prescribed in the advertisement.
- (iii) The tender would be awarded on the basis of competitive bidding through open tender process on the proportionate weightage of 65:35 of Technical and Financial Bids respectively.
- (iv) The accepted bid amount is payable in one lump sum after successful completion of the work.

**Activities prohibited in AJCBIBG campus:**

- a. Organizing any picnic or Party anywhere or holding meeting / seminar in open areas in the garden premises.
- b. Carrying pets (dogs/cats), firearms, explosives, crackers, loud speakers and furniture or any other item which may affect the ecology and environment of the garden.
- c. Film Shooting or any type of Videography.
- d. Commercial activities like selling of eatables, hot and soft drinks, gutka/pan/pan masala, tobacco, etc.
- e. Entry and use of food packets, plastic carry bags, cup, plate, bowl, glass, pouches, plastic bottles, etc. or any of such item(s) made of thermo-coal/non-biodegradable materials.
- f. Any type of vehicles except with the prior permission of the Competent Authority for specific purposes.
- g. Entry and use of Alcohol and or any drugs/narcotics and arm & ammunition, etc. and smoking activities or entry with bidi/cigarettes or any other smoking and lighting materials.
- h. Walking on Lawn, swinging and sitting on any tree or swimming/bathing/washing clothes in water-bodies.
- i. Gambling or playing any type of game (s) on road, lawn and or in water-bodies.
- j. Plucking flowers/ damaging any terrestrial or water plant/tree or their parts.
- k. Playing music or any musical instruments, lighting fire and or cooking, hunting and fishing.
- l. Disposal of any kind of solid, liquid and or gaseous pollutant(s) by any means.
- m. Any other activities prohibited in the standing Rules of 1961 and By-laws of the Acharya Jagadish Chandra Bose Indian Botanic Garden.
- n. Any other points that are deemed necessary by the Sub-Committee constituted for the development of the Garden.

## **Scope of work:**

The scope of the proposed work is to undertake topographical survey of AJC Bose Indian Botanic Garden, emphasizing the geographical co-ordinates of the trees and shrubs inside the premises. The output should function enough to serve as base for the adding different attributes (i.e., name, description, flowering time etc.,) in due course. This detailed engineering and topographic surveying for 273 Acre land which includes 24 lakes shall be carried out as per the following:

- a. To survey and provide the geographical co-ordinates of all the trees and shrubs within the land boundary of AJCBIBG using TOTAL STATION, DGPS or any other standard gadgets.
- b. All the trees and shrubs with in the premises should be tagged with engraved serial number, nickel coated, rectangular brass labels of 30 mm X 85 mm size and 24 gauge thickness (as per the labels available from the with the concerned officials). The labels should be fixed by Stainless Steel Screws (2.5 inches length) / stainless steel wires in consultation with the concerned officials of AJCBIBG from the Sl. No. 6000 onwards. The tagging should be done for all the trees and shrubs having the stem of at least girth of around 20 cm in diameter at chest height (DBH)/ more than 5 years old. Labelling should be done either at approximate level of 6 feet from the ground level or at the half of the height of the tree/shrub, whichever is lesser. The attributes/points should reflect the names as the same serial numbers of that particular tree/shrub.
- c. All natural features like Lakes and water bodies should be clearly demarcated.
- d. All features/attributes (points) especially of botanical (i.e., Trees and shrubs) should be with GEOGRAPHICAL CO-ORDINATES along with the GIRTH of stem at the height of label and its Altitude (msl) in standard format.
- e. All the Manmade features like existing buildings, monuments, roads, Avenues and all other possible features such as overhead electric lines, Tanks, pipe line, shall be depicted as an additional in separate layers.
- f. The accuracy level of the geo-coordinates of trees and shrubs should be at the centroid of the stem, permissible up to its periphery.

## **Deliverables**

- a. Electronic files may be provided on a compact disk (i.e., DVD / any external storage devices). The data shall be accompanied with documentation of describing the format including the data (Raw) from the instruments used and other additional data files.
- b. All the surveyed points / lines including geo-coordinate information of the Trees, Shrubs, etc. should be provided in the standard format in addition to the shape files, kml, kmz format compatible with ArcView GIS 10.0, QGIS 2.10.1, PISA (or most recent version). The data should be compatible / convertible and that could be utilized for the development of database /application in due course.
- c. The Contractor will also provide the Microsoft Excel table for use in completing the Electronic Data Deliverable (EDD). As part of the spreadsheet, the Contractor will provide with a list of "station\_id" points which the contractor must use to identify all sampling locations surveyed under this scope of work as described. The specific fields in the EDD may change based on the requirements and its provision should be kept open.

## **Terms & conditions:**

1. The AGENCY shall take all possible care to ensure the safety of its staff during the entire operation of GIS-based mapping of trees and shrubs.
2. The AGENCY shall bear all expenses relating to GIS-based mapping of trees and shrubs.
3. The AGENCY shall be fully responsible for any accident/untoward incident caused to any person during the work undertaken by the person deployed by it and there will be no liability on the part of AJCBIBG/BSI in this regard.
4. The AGENCY shall not sublet this contract either in part or in whole by any means whatsoever to

any other party or person.

5. This Contract is liable to be cancelled at any time within the period of tenure, if the AGENCY fails to abide by the agreed terms and conditions or involve in any activity detrimental to the ecology, environment, development and security of the garden.
6. The establishment of the AGENCY shall be separate from the establishment of the Acharya Jagadish Chandra Bose Indian Botanic Garden for all purposes and in all respects, and in no case any kind of liability to the AGENCY will be borne or shared by the AJCBIBG Authority. No unionization or association formation by the employees of the AGENCY nor any of their grievances/claims shall be entertained by the AJCBIBG Authority. The AGENCY shall be fully responsible for tackling any such activities/problems.
7. In respect of all persons engaged for rendering the services directly or indirectly by the AGENCY for the concerned work, the AGENCY shall be considered as principal employer as per Contract Labour Regulation Act. The AGENCY shall pay not less than minimum wages as notified from time to time and shall abide by all and every kind of legislation that are incidental to and concerned with such deployment of persons for the time being for carrying out and rendering such services. The AGENCY shall observe duly at all times the provision of the Employment of Children Act and any other enactment made in this regard.
8. The AGENCY is liable to pay compensation for any damage to the AJCBIBG properties caused by the proprietor himself or his staff. The authority of AJCBIBG shall determine the extent of such compensation and such decision shall be final and binding on the AGENCY.
9. The AGENCY including all persons deployed or engaged by the AGENCY in any manner shall abide by the security arrangements of AJCBIBG, and shall be liable for scrutiny, physically or otherwise, by the security men of the AJCBIBG Authority. The AGENCY and all its staff should strictly observe the rules and regulations, laws and bye laws of the garden and as will be amended time to time. The Staff of the AGENCY shall not reside inside the campus except in special cases emerging out of exigency when the AJCBIBG authorities specifically instruct in writing such staff members to do so temporarily.
10. The successful AGENCY shall have to submit the duplicate copy of the work order duly signed with stamp as a proof of acceptance and shall have to execute an Agreement/Deed of license governing the terms and conditions of the license on non – judicial stamp paper of ₹50/- only within three days from the date of issue of work order.
11. The AGENCY shall comply with all and every requirements of various statutory authorities for rendering services for GIS-based mapping of trees and shrubs in the garden.
12. The AGENCY should submit a declaration to the effect that none of the partner, if applicable or the AGENCY is related to any staff member of AJCBIBG/BSI.
13. The AGENCY should have a local office at Howrah/Kolkata with telephone facilities.
14. No accommodation will be provided to the staff of the AGENCY for staying in the AJCBIBG campus. All the employees deployed by the AGENCY must leave the garden after schedule working hours.
15. The successful AGENCY/Tenderer will adhere to the observance of all statutory requirements for rendering services for GIS-based mapping of trees and shrubs in the garden including timely payment of wages to the staff deployed at the prescribed rates, etc. as revised from time to time. The AGENCY shall submit documents supporting adherence to MWA, ESI subscription, EPF subscription, etc. on monthly basis. Non-compliance shall be treated as violation of the contract and appropriate actions shall be taken against the AGENCY as per extant rule.
16. The AGENCY will ensure the completion of proposed work in a time bound manner. No extension will be made in normal circumstances.
17. While the grave violation of the terms of contract will result in cancellation of the contract, minor violations may result in imposition of penalty to be paid by the AGENCY. The nature of violation(s) and the result, and/or the quantum of penalty will be decided by the competent authority (BSI) which will be final and binding on the AGENCY.
18. The competent authority (BSI) reserves the right to ask for replacement of any employee/staff

deployed by the AGENCY in public interest or if found detrimental to safety, security and environment of AJCBIBG/BSI which the AGENCY will comply with forthwith.

19. The AGENCY will vacate the possession forthwith after completion of the proposed work or cancellation of the contract due to gross violation of a term.
20. The labour/employee of the AGENCY in no way will have the claim for regularization in AJCBIBG/BSI and/or in no way will have the claim to be rated at par with Acharya Jagadish Chandra Bose Indian Botanic Garden/BSI staff.
21. A fine of ₹1.0 Lac will be imposed if any employee of the AGENCY is caught harvesting fish or encouraging fishing activities in any form.

### **Security Deposit:**

1. The successful AGENCY must submit a Security Deposit equivalent to 15% of the accepted bid amount within three days from the date of issue of work order failing which the work order will be cancelled and the E. M. D. will be forfeited.
2. Security Deposit and/or Indemnity Bond/Fidelity Bond is to be paid in the form of Bank Guarantee in favour of the PAO (BSI/ZSI) payable at **Kolkata** from a nationalized Bank where the tenderer has his own account.
3. The AGENCY is liable to pay the full compensation for any loss and damage of the flora and fauna of the sections / divisions of the garden caused due to negligence by the proprietor himself or by the employees engaged/deployed by it. The authority of AJCBIBG shall determine the extent of such compensation. In the event of non-payment of such compensation by the AGENCY within the stipulated period, the full amount as determined would be deducted / realized from the Security Deposit and the AGENCY has to submit a fresh Security Deposit again within three days failing which the CONTRACT will be cancelled.

### **Mode of payment**

The accepted amount will be paid in 'lump sum' after successful completion of the work as per the specifications duly certified by the concerned officials of AJCBIBG.

### **Tenure & validity :**

1. The CONTRACT will be valid for three months only subject to satisfactory operation (certified by the concerned officials of AJCBIBG) as per the agreed terms and conditions.
2. This CONTRACT is liable to be cancelled at any time within the period of tenure, if the service is found unsatisfactory due to non-compliance of term(s) and condition(s) and/or the AGENCY or any of its staff is found engaged personally or found indulging in any other activity detrimental to the environment of the garden the Contract may liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by BSI authority.

### **Arbitration :**

In case of any dispute(s), which cannot be solved through negotiation shall be referred to the Ministry of Environment and Forests, Government of India in first instance for resolution and with an Arbitrator to be appointed by the Ministry, if so required. Alternatively any dispute(s) will be subject to the jurisdiction of Kolkata / Howrah Court.



## OFFER FORM

### **SUBJECT: SERVICES OF CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

I/We have read, understood and accepted all the terms and conditions applicable for providing services for carrying out topographical survey of trees and shrubs in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) purely on contract basis as laid down by AJCBIBG authority in the relevant tender document.

I/We hereby offer to work as per the terms and conditions laid down in the agreement made for this purpose.

*My/Our business particulars are as follow:*

i). Name of the Agency/Society:

ii). Registration No.:

iii). Name (s) of the Tenderer:

iv). Permanent address:

v). Police Station:

vi). Telephone Numbers:

a. Office:

b. Residence:

c. Fax :

vii). Name and address of our Bankers:

I/We hereby confirm that all the information stated above is true.

Date:

Place:

Signature of the Tenderer/  
constituted Attorney with office seal:

## DECLARATION

*This is to certify that I/We have no close relative (Father, Mother, Brother, Sister, Son, Daughter and Spouse, etc.) as an employee of the Acharya Jagadish Chandra Bose Indian Botanic Garden, Botanical Survey of India nor any such close relatives are associated with us as proprietor/partner/share holder/director and like.*

1. Signature of the tenderer(s):
2. Address:
3. Office seal with date:

**GENERAL TERMS AND CONDITIONS FOR PROVIDING SERVICES FOR  
CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF  
ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN  
(AJCBIBG) PURELY ON CONTRACT BASIS**

1. The tenderers must have a local office with regular telephone at the office and residence.
2. The tenderers shall not be a close relative of any employee of AJCBIBG/BSI (close relative means – Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with the tenderers as proprietor/partner/share holder/director and like of the tenderers.
3. Successful tenderers shall be required to enter into an agreement with AJCBIBG/BSI governing the terms and conditions of the license on non-judicial stamp paper of ₹50/- only.
4. The tenders should accompany a demand draft of ₹25,000/- (**Rupees Twenty Five Thousand**) only drawn in favour of **PAO (BSI/ZSI)** payable at **Kolkata** towards Earnest Money Deposit. The Earnest Money shall be refunded to unsuccessful tenderers within 30 days from the date of opening tenders or after the finalization of the tendering process whichever is earlier for which no interest shall be payable.
5. The successful tenderer shall submit the following documents within 3 (three) days from the date of placement of the work order:
  - a) Duplicate copy of the Work Order duly signed and stamped by the tenderer as a token of acceptance of the terms and conditions of the contract.
  - b) Copy of the Registration certificate of the AGENCY/ Society.
  - c) Original copy of the Agreement/Deed of License governing the terms and conditions of the Contract on non-judicial stamp paper of ₹50/- only as per the prescribed proforma.
6. The tender forms duly filled in, signature with official seal on all pages along with necessary documents have to be dropped in the sealed tender box, kept in the **Office of the Scientist-‘E’, AJCBIBG, BSI, Howrah** within the stipulated date and time.
7. The bids will be obtained following ‘Two Bid’ system i.e. Technical Bid (Part – I) and Financial Bid (Part – II) separately on the proportionate weightage of 65:35 of Technical and Financial Bids respectively.
8. The Technical Bids will be opened first and evaluated by the ‘Consultancy Evaluation Committee’ constituted in BSI to evaluate the credentials submitted by the Tenderer/Agency like the experience of the manpower possession, their expertise, plan of work, experience in similar or related fields, financial suitability/status, etc. The decision of the Committee so constituted will be final regarding acceptance or rejection of the Technical Bid(s).
9. The Financial Bids of only those Bidders/Tenderer/Agency who have been declared technically qualified by the ‘Consultancy Evaluation Committee’ will be considered for further analysis or evaluation or ranking and selecting the successful bidder for recommendation of the Contract (AMC).
10. The decision of the ‘Consultancy Evaluation Committee’ in ranking and selecting the successful bidder for recommendation of the Contract (AMC) will be treated as final.
11. The competent authority, AJCBIBG/BSI who does not bind itself to accept the lowest bid and/or highest tender, reserves the rights to accept or reject any or all tenders or partially accept any of them without assigning any reason.
12. Canvassing in any form, political or otherwise, in connection with the tender is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to rejection on that ground alone.



## **2. DECLARATION:**

**This is to certify that I/We before signing this Tender Form have read and fully understood all the Terms & Conditions contained in the enclosed ANNEXURE and as mentioned hereunder, and undertake myself/ourselves abide by them:**

- a. Earnest Money Deposit of ₹25,000/- (Rupees Twenty Five Thousand) only is liable to be forfeited by the AJCBIBG/BSI Authority, if on award of the License, I/we do not accept the award or do not fulfill any of the conditions stipulated in tender documents within the prescribed time.
- b. On account of non-acceptance of the award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by the AJCBIBG/BSI Authority for further participation in the tenders at AJCBIBG, Howrah for a period of three years.
- c. On account of furnishing inadequate or wrong information, my/our tender will be liable to be rejected by the AJCBIBG/BSI Authority without assigning any reason thereof. At a later stage, if any or all the documents submitted by me/us are found to be false, the Contract will be terminated forthwith and the Performance Security stand forfeited without prejudice to make me/us liable for any other action as deemed fit by AJCBIBG/BSI authority.
- d. The AJCBIBG/BSI Authority does not bind itself to accept the lowest bid and/or lowest tender, and reserves to itself the right to cancel any or all tenders or accepting the whole or any part of the tender.

**Date:**

**Place:**

**(Signature of Tenderer)**

**Name:**

**Designation:**

**Address:**

**Phone No. (O):**

**Phone No. (R):**

**Mobile No. :**

**e-mail :**

**Website :**

**Witness:**

<b>Name in Full</b>	<b>Address for Communication</b>	<b>Signature</b>

**TENDER FOR CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

**INSTRUCTIONS FOR FILLING THE TENDER**

1. The instructions and terms and conditions given herein in the tender document will be strictly binding on the tenderers and deviation, if any, make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Tenderers are requested to submit their offers as per the General Terms and Conditions, the proforma of agreement and a declaration duly signed on all the pages with official seal in token of their acceptance.
3. Technical Bid (Part – I) and Financial Bid (Part – II) should be sealed separately and placed in double sealed covers, super-scribing **“TENDER PAPERS FOR CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS”** Technical Bid (Part – I) and Financial Bid (Part – II) as the case may be.
4. The two sealed envelopes [Technical Bid (Part – I) and Financial Bid (Part – II)] be placed in a bigger envelop duly sealed and super-scribing **“TENDER PAPERS FOR CARRYING OUT TOPOGRAPHICAL SURVEY OF TREES AND SHRUBS OF ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS”**.
5. The tenderer shall fill up the offer form in addition to general terms and conditions, declaration and submit the same along with their offer in a sealed envelope duly signed with official seal in all pages as token of their acceptance of the terms and conditions for their offers. Page No.1-11 of the Tender Documents should be placed in Technical Bid Form and page No.12-13 of the Tender Documents should be placed in Financial Bid Form along with relevant documents/papers fulfilling the criteria of this tender process.
6. Incomplete offer i.e., offer received without prescribed offer form, general terms and conditions and declaration duly signed with official seal on all pages will be rejected straightaway without any reference to the tenderer.
7. Telegraphic and conditional offer shall not be accepted.
8. Tenderers shall submit copies of all relevant documents in support of their eligibility along with the offer as mentioned in the Tender Form.
9. Overwriting in the offer form is not permitted and shall be rejected straightaway without any reference.