

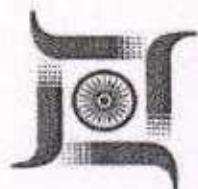
Tender Document

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**

For

**DGPS/ETS SURVEY OF NOTIFIED FOREST OF  
JHARKHAND FOREST DIVISIONS  
&  
SUPPLY AND ERECTION OF STONE MONOLITH**

**Short Tender Notice No. 04/2018**



झारखण्ड सरकार

**Government of Jharkhand**

Deputy Conservator of Forests, Planning, Tribal Area, Ranchi

**Department of Forests, Environment & Climate Change**

Block-C, Van Bhawan, Doranda, Ranchi

Tel:- 0651-2481161

E-mail: [dcf-plantribal@gov.in](mailto:dcf-plantribal@gov.in)

Website-<http://www.forest.jharkhand.gov.in>

Notice Inviting Tender  
For carrying out

9  
P.C.C.F. Dev.  
Jharkhand, Ranchi

**Forest Boundary Survey  
By DGPS/ETS & Supply and Erection of Stone  
Monolith**

**Short Tender Notice No. 04/2018**

Department of Forests, Environment & Climate Change, Government of Jharkhand intends to carry out **DGPS/ETS SURVEY OF NOTIFIED FOREST BLOCKS & SUPPLY AND ERECTION OF STONE MONOLITHS** in various forest divisions of the state of Jharkhand.

Tenders are, therefore, invited from reputed agencies involved in such works. Interested agencies/organization may download the Tender document from the website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in) or may obtain the same from the office of the **Deputy Conservator of Forests, Planning, Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi-834002, Tel:-0651-2481161**, during office hours on any working day 30.11.2018 onwards.

The agencies/bidders are advised to study the Tender document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications. The agencies downloading the tender document from the website should deposit alongwith their tender cost of tender document Rs. 1500/- (One Thousand Five Hundred rupees) in the form of Demand Draft payable in the name of **Deputy Conservator of Forest, Planning, Tribal Area, Ranchi** payable at Ranchi. The tender should be accompanied with an Earnest Money Deposit(EMD) of Rs. 1200000/- (Twelve Lakh) only in the form prescribed in the tender document and if the EMD was previously deposited by the agencies as per earlier tender notice 03/2018 and EMD was not returned back a photocopy along with the bid should be attached.

**CRITICAL DATES:-**

**Last date & Closing Time for Submission of sealed Bids** : 13.12.2018 at 01.00PM

**Place for Submission of Bids** : Office of the Deputy Conservator of Forests, Planning, Tribal Area Block-C, Van Bhawan, Doranda, Ranchi-834002

**Date & Time for opening of Technical bid** : 13.12.2018 at 3.30 PM in the Conference Room of Principal Chief Conservator of Forests, Jharkhand, Van Bhawan, Doranda, Ranchi.

29/11/18  
Deputy Conservator of Forests,  
Planning, Tribal Area, Ranchi.

# CONTENTS

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
1	2	3
1	Invitation for Tender	5
2	Scope of Work	5
3	Critical Dates	12
4	Instructions to Bidders	13
5	General Terms and Conditions	16
6	Format for Covering Letter	21
7	Check List of Technical bid	22
8	Format for declaration that the provisions of Tender document are acceptable.	24-25
9	Format for Price Bid	26
10	Information about the Bidding Firm	27
11	Declaration by the Bidder	28
12	Format for Technical details (availability of equipments)	
13	Format for letter of Authorization for Signing Bid/Proposal	29
14	Format for financial requirement –Annual Turnover	30
15	Format For Financial Requirement -Net Worth Certificate	31
16	Format for profiles of the Projects completed	32
17	Format for Brief Agency Profile	33
18	Format for declaration by Bidder/Agency that the agency has not been blacklisted	34
19	Format for declaration by Bidder/Agency that the agency has not been Convicted by court of law.	34
20	Format for submission of experience details	35
21	Format for availability of technical man power	36
22	Format for undertaking to confirm capability and resources	37
23	Format for certificate for satisfactory completion of the projects	38
24	Format for DGPS Instrument Details	39

**The Notice Inviting Tender Document contains the following:-**

Annexure-1	Tender Document
Annexure-2	Covering Letter
Annexure-3	Check list of Technical Bid
Annexure-4	Acceptance Letter
Annexure-5	Price Bid
Annexure-6	Information about the bidding Firm
Annexure-7	Declaration by the bidder
Annexure-8	Authorisation Letter
Annexure-9	Format for financial Requirement -Annual Turnover
Annexure-10	Format for Net Worth Certificate
Annexure-11	Profile for Completed Project
Annexure-12	Brief Agency Profile
Annexure-13	Declaration by Agency for not been convicted / charge sheeted by any court of law
Annexure-14	Format for Submission of Experience Details
Annexure-15	Format for availability of Technical Manpower
Annexure-16	Format for undertaking of capability & resources.
Annexure-17	Format for satisfactory completion of the Project
Annexure-18	Details of DGPS Instruments

**GLOSSARY OF TERMS**

- AOI :Area of Interest
- DFO :Divisional Forest Officer
- DGPS :Differential Global Positioning System
- ETS : Electronic Total Station
- GNSS :Global Navigation Satellite System
- GPS :Global Positioning System
- RTK: Real Time Kinematic
- GIS :Geographic Information System
- JFD : Jharkhand Forest Department
- PCCF :Principal Chief Conservator of Forests
- RCCF: Regional Chief Conservator of Forest
- CF: Conservator of Forest
- SOI :Survey of India
- FD :Forest Department
- NRSC :National Remote Sensing Centre
- MSL : Mean Sea Level
- HAE : Height above Ellipsoid
- UTM : Universal Transverse Mercator
- GCP : Ground Control Point
- PPM: Parts Per Million
- P.C.P: Primary Control Point

## Invitation of Tender For

Selection of suitable agency for carrying out Forest Boundary Survey by DGPS/ ETS & supply and erection of stone monoliths for control stations.

1. The Tender notice published in Newspapers vide Short Tender Notice No. – 04/2018 is a part of this Tender Document.

### 1. Project Background

The Jharkhand Forest Department has decided to carry out DGPS or Electronic Total Station (ETS) or combination of both surveys of notified forest land and digitization of forest boundary to bring it to the GIS platform. Preparation of Geo-referenced map of cadastral sheet and Geo-tagged photographs of each boundary pillar and reading of each boundary pillar in geographic co-ordinate system- WGS84 datum of the respective Universal Transverse Mercator (UTM) Grid Zone. It is intended to undertake DGPS/ETS survey work to cover approximately **40000 ± 5000 (Forty thousand ± Five Thousand)** forest boundary pillars across various forest divisions of Jharkhand during the financial year 2018-19. The final number of boundary pillars to be offered for DGPS/ETS survey work will be decided at the time of award of work, and the same is liable to further change as per performance of selected bidders and the requirement by the technical committee of the department during the course of the year.

For undertaking the above task of geo-referencing of cadastral map, satellite data and digitization of forest boundary pillars, Jharkhand Forest Department needs support services from agency/ organization/company, having experience in the area of **Land Survey/survey of the forest boundary by using DGPS/ETS Technology**. The present requirement is for the precise determination of geo-coordinates of each boundary pillar, boundary of the forest area and supply of Geo-referenced maps based on Cadastral map.

### 2. Scope of work

- a) The Scope of work includes identification & demarcation of forest boundaries by DGPS/ ETS Survey wherever necessary and documentation of forest records including clear marking of forest boundary and preparation of Geo-referenced maps for approx. **40000 ± 5000 (Forty thousand ± Five Thousand)** forest boundary pillars under various forest Divisions of the state of Jharkhand.
- b) The agency will prepare and supply Geo-reference maps of scale 1:3960; same as that of Cadastral Map, along with report consisting of all the readings and photographs at each boundary pillar as evidence for notified forest land in GIS usable format in geographic coordinate system-WGS84 datum of the respective zone.
- c) Submission of RAW (for Rover and Base) as well as post processed/real time differentially corrected (for Rover) DGPS readings (along with source file, all errors charts and 1. Base line Reports/Triangulation Reports 2. Network Reports 3. Loop Closure Reports etc., whichever is applicable at each Boundary Pillar along the periphery of the notified forest land, in RINEX or native format (8 Decimal places in degrees for latitude and longitude including height above MSL and HAE in cm) with area and perimeter shall be submitted every week to GIS cell of Forest Department. The Bidders should submit processing report output in soft copy weekly.
- d) The survey shall be performed using DGPS in real time or post processed mode. However, the survey shall be performed using ETS in shadow areas and Cadastral map should be geo-referenced using GCPs collected by using dual frequency DGPS receivers.

- e) Moreover, the Geo-referenced maps should be superimposed on satellite imagery and it is the responsibility of surveying agency to procure the satellite imagery from NRSC, Hyderabad.
- f) Field training about the procedure of the DGPS survey will be imparted to the field staff & officers of the concerned forest divisions.
- g) Scanning of all documents including Gazette notification of Forest land, Cadastral map, etc. shall be done by the agency.
- h) Supply and erection of RCC monuments of size 1.5m x 23cm x 23cm at each control point shall be done by the agency.
- i) The agencies are expected to perform following activities:
  - (i) Assigning the precise geo-coordinates of the boundary pillars in the forest area.
  - (ii) To make a close survey of all the boundary pillars and also survey and marking of the missing boundary pillars of the forest area using dual frequency DGPS in RTK mode / ETS from the temporary GCP and also the offsets like prominent rivers and any other natural feature may be marked.
  - (iii) To prepare and supply Geo-referenced data in .shp and .kml format.
- j) One set of hard copy of maps and readings of each location in MS Excel (latitude and longitude in WGS84 datum and height above MS level HAE in cm) certified by the respective surveyor/ Amin, Forest guard, Forest Beat Officer, Forest Range Officer, ACF and DFO should be submitted.
- k) At place of missing boundary pillar a pit of size 2'X2'X2' should be dug up and a 10 cm layer of charcoal be placed in the pit at the bottom. The Charcoal layer will be followed by a 10 cm layer of lime. Then a coloured (**half green and half red** in paint) wooden post of hardwood not less than 10 cm diameter and 5 feet height shall be firmly fixed vertically straight in the pit in such a manner that 3 feet of it is kept above the ground surface. The post will be numbered with the no. of Boundary pillar and DGPS readings will be taken by the forest personnel. Photographs of the post along with detail surrounding will be taken. In case temporary boundary pillar is found at the point of DGPS survey point then the GPS Co-ordinates should be written on the boundary pillar.
- l) The Agency will provide laminated **geo-referenced maps** of the villages showing important landmarks apart from the forest boundary pillar locations. The map shall also be overlaid with the latitude-longitude grid of proper intervals. In the margin a table showing the geo-coordinates of all forest pillar locations identified on the respective map should be included.
- m) The agency will submit **photographs** from four directions every week with geo-coordinates inscribed on them of each respective pillar location identified showing the identification rod installed as prescribed and in presence of one personnel each of the agency and the Forest Dept. personnel who should be in proper uniform.
- n) The bidder should procure geo-referenced ground control points from Forest Survey of India/Survey of India in certified copy and should submit to PCCF Development.
- o) After survey of the points of a particular PF the area of the PF should be calculated so that the area can be compared with the records available in the Divisional Forest Officer.

To maintain the accuracy of measurements using DGPS/ETS measures shall be taken as follows:

## 2.1 *DGPS Survey:*

S. C. F. Dev  
Jharkhand Ranchi

- i. The Survey shall be carried along the boundaries which are invariably shown by the concerned local forest staff, conforming to the notifications, cadastral maps or other documents relating to location and extent of the land.
- ii. **DGPS readings at each station along the periphery** shall be taken by a Rover with a **minimum observation period of 20 minutes**. The DGPS Rover data with base station / control point data shall be differentially corrected, if real-time DGPS is not used. In addition to DGPS readings, simultaneously Handheld GPS readings must also be taken at each location for comparison, with the same observation period of 20 minutes.
- iii. **Establishment of Base stations (Control Points):**
  - **Base Stations to be fixed by Multi/Dual frequency DGPS receivers with Survey of India (SOI)/FSI ground control points as reference to be obtained by the surveying agency from SOI/FSI at village tri-junction points.**
  - The minimum **observation time** for base station shall be **12 hours** from nearest SOI/FSI ground control point.
  - Required number of Primary Control Points shall be established in such a way that the **distance** between the DGPS base station and Primary Control Point (P.C.P.) shall be **less than 30 km** (for dual frequency DGPS Rovers) and the distance between P.C.P. and rover shall be less than 5 km.
  - The panoramic view surrounding the Base Station as well as antenna location showing the terrain in near proximity should be digitally photographed (should be taken in three or four different directions) and documented.
- iv. **Rovers of Dual/Multiple frequency DGPS receivers shall be within a radius of 30 km from the base station.** In case **Single frequency DGPS receivers** are used they should be used **within 5 km radius** of fixed base station. Readings of boundary pillars shall be taken with a minimum observation period of 20 minutes to differentially correct the DGPS Rover data with base station / control point data.
  - 01. In case **real-time DGPS** rovers are used, the Dual Frequency DGPS with **OMNISTAR XP/HP connection** shall be used alone and reading taken when **accuracy is within 25 cm**.
  - v. The height above MSL shall also be recorded for location and must be linked to HAE with GTS (Great Triangulation Survey).

## 2.2 *Total Station Survey*

- a. **Follow the procedure** detailed in Para 2.1. Each Boundary Pillar must be fixed from at least 2 known locations.
- b. **Geo-reference the data** using GCPs. (GCPs shall be collected using dual frequency DGPS receivers in real-time/ post processed mode as per procedure detailed in 2.1.)
- c. The desired accuracy is 5 mm/km, and angles to  $1^\circ/3600^\circ$ . The **distance** between the Total Station and the target **shall not be more than 500m**.

## 2.3 *Conditions to be observed for Survey*

- i. The survey shall be conducted with similar instruments as far as possible.
- ii. DGPS instruments used for survey must be set-in to **Geographic Coordinate System – WGS84 Datum**.

iii. RAW (for Rover and Base) as well as post-processed/ real-time differentially corrected DGPS readings (for Rover) for location; and the Handheld GPS readings along with original source file for each Survey Station shall be submitted every week or as soon as the work is completed, whichever is earlier, to the GIS Cell (In case real-time DGPS is used, the RAW and the differentially corrected readings in real-time for each Survey Station along with error profile and charts must be submitted).

iv. For each area a unique ID shall be given. All the features shall be recorded in this ID.

All the features will be extracted from this data.

### **Accuracy level (DGPS)**

#### **A. RTK (Real Time Kinematic)**

Horizontal	-	10mm +1 ppm or better
Vertical	-	15mm+ 1 ppm or better

#### **B. Kinematic**

Horizontal	-	10mm+ 1 ppm or better
Vertical	-	15mm+ 1 ppm or better

#### **C. Static**

Horizontal	-	3mm + 0.5 ppm
Vertical	-	5mm + 0.5 ppm
Initialization time typically <10 seconds		
Initialization reliability typically >99.9%		

### **Accuracy level (ETS)**

Angular Accuracy	-	2" or better
Least Count	-	0.5" or better
Distance Accuracy with Prism	-	1.5mm +/-2 ppm or better
Prism, high-precision DR Standard EDM		
Standard measurement	.....	±(1 mm + 1 ppm) (0.0033 ft + 1 ppm)
Fast Standard	.....	±(3 mm + 2 ppm) (0.01 ft + 2 ppm)
Tracking	.....	±(5 mm + 2 ppm) (0.016 ft + 2 ppm)

### **To deliver the output in the following formats**

- i. The co-ordinate list (excel format) should be supplied both for geodetic system (Lat/Long up to 5 decimal of the second) and Projected System – Universal Traverse Mercator, i.e., the UTM projection (northing/easting/height up to 5 decimals) of the respective zone.
- ii. Forest Boundary Pillar survey point coordinate in a GIS format (.shp file).
- iii. Surveyed Forest boundary in GIS format (.shp file).
- iv. The agency should submit a field drawing of the survey pillar along with field photographs from 4 directions (E, N, S & W).
- v. Geo-reference cadastral map in .shp file.

### **Note:**

The Geo Co-ordinate list and other attributes of all the boundary pillars along with GTS points shall be submitted to concerned DFO in the state of Jharkhand and cannot be used by the agency for any other purpose for which the agency has to submit a declaration. The locations and IDs of all the control points of surveyed forest boundary should be submitted by the agency.

### 3. Tender documents

**P.C.C.F. Dev.**

**Jharkhand, Ranchi**

Tender Notice documents shall comprise all the documents mentioned in the table of contents of this document. In addition to these any other documents/amendments/revisions or instructions issued by Department of Forest, Environment & Climate Change, Government of Jharkhand from time to time to bidders till due date of opening of the bids, shall also be deemed to be integral part of the tender document.

### 4. Bid Submission Procedure

4.1 Bidders are advised to submit their bids strictly based on the specifications, terms and conditions contained in the tender document and subsequent revisions/amendments, if any. The bids should be submitted along with covering letter as given at **Annexure-2**.

4.2 The bids shall be prepared and submitted by typing or printing in English on white paper in consecutively numbered pages duly signed by the authorized signatory with agency/firm/organization/company seal affixed on each page. Any part of the bids, which is not specifically signed by the authorized signatory and not affixed with Agency/firm/organization/company seal, shall not be considered for the purpose of evaluation. The bidder shall also enclose the information about bidding firm as per **Annexure-6**.

4.3 Original copy of tender document, amendments/revisions to tender document including minutes of meeting(s), issued by the Forest Department, if any, shall be signed and submitted along with the bids.

4.4 All the Proforma must be on the bidder's official letterhead (if specified). Any change in wording of the Proforma will not be allowed. The bidder shall submit a declaration as given at **Annexure-7**.

4.5 The bids shall contain no erasers or overwriting except as necessary to correct errors made by bidder. The person signing the proposal shall put his initial and rubber stamp on such corrections.

4.6 Complete bid document including all enclosures should be submitted in hard bond or spiral binding and all pages should be numbered (except leaflet/catalogue) and must be signed by the company's authorized signatory with seal of the company/firm/organization on each page.

4.7 The bidders should submit the bids in sealed envelopes. The Technical Bid and all supporting documents; and the Financial Bid shall be sealed in separate envelopes and respectively superscribed 'Technical Bid for Notice Inviting Tender for carrying out Forest Boundary Survey by DGPS/ETS & Supply and Erection of stone Monoliths' and 'Financial Bid for Notice Inviting Tender for carrying out Forest Boundary Survey by DGPS/ETS & Supply and Erection of stone Monoliths'. The envelope for Financial Bid must contain only the Financial Bid in prescribed Proforma, and no other document. Both these envelopes shall be sealed in a covering envelope superscribed "Tender Bid for Notice Inviting Tender for carrying out Forest Boundary Survey by DGPS/ETS & Supply and Erection of stone Monoliths". Tenders not conforming to these guidelines shall not be considered and will be summarily rejected.

4.8 Both these envelopes should contain address of the contact persons of the bidder firm and should be addressed to Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand.

Both the above (**Technical and Financial Bids envelopes**) bids document should be sealed in a third envelope. The third envelope should be sealed and super scribed (i) Bids for DGPS/ETS survey of Forest boundary Pillars (ii) Name and address of the contact persons of the bidding agency should be written on the envelope and it should be addressed to Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand Pin-834002.

4.9 Technical Bid should not contain price. Such document, even if found anywhere, shall not be given any consideration.

4.10 In case of any contradictions between figures and words, the words shall be considered final.

4.11 The Technical and Financial bids will be evaluated as follows :-

*K.C.C.P. Dev*  
*Jharkhand, Ranchi*

#### **4.11(A) Stage- I: Technical Evaluation**

The following is the Minimum Eligibility Criteria against which each Technical Bid shall be evaluated. The bidders must submit all supporting certified documents alongwith the Technical Bid. The Technical Bid Evaluation Committee reserves the right to reject the Technical Bid in the absence of relevant document/documents supporting a claim made by the bidder. All such bidders who qualify the Minimum Eligibility criteria will be taken as Technically qualified, and only their Financial Bid will be considered.

- a) The Bidder/Agency should have valid Service Tax registration/GST/State TIN Registration certificate and should submit a copy of registration along with copy of GST/TIN returns for 2017-18.
- b) The Bidder/Agency should submit a copy of the PAN card.
- c) The Bidder/Agency shall submit copy of the Certificate of registration of the firm/society/company (if any), in the name of Bidder/Agency.
- d) The bidder firm should have latest ISO certification for quality management and a copy of same should also be submitted.
- e) The Bidder/Agency shall submit undertaking/self-declaration that the proprietor/partner/Director of the bidding agency has not been convicted or charge-sheeted by a court of law and it has not been black listed as per the Proforma as given at **Annexure-13**.
- f) The bidder should be a functional organization/firm/agency. To substantiate this claim, the bidder should submit the copy of balance sheet for last three financial years, duly certified by the Statutory Auditor with his stamp.
- g) The bidder should be empanelled with ISRO/NRSC/SRSCS/FSI/SOI or any Govt. Department for undertaking DGPS Survey. For this propose the bidder should submit the relevant certificate issued by the competent authority.
- h) **Professional Experience: -**
  1. The bidder should have 7 years of experience of DGPS Survey with reputed organizations in India.
  2. The bidder should have surveyed atleast 50000 points or 5000 Sq.Km using DGPS in last 5 years (1Sq.Km will be construed as 10 survey points or vice-versa) of forest or non-forest area.

A copy of order/orders and certificate/certificates indicating their successful execution should be enclosed in the Proforma as given at **Annexure-14**. The bidder firm should have also completed such survey work within the prescribed time and for this purpose the details shall also be provided as per **Annexure-17**

- i) The company must have at least 20 Nos. of DGPS device out of which 10 devices should be dual frequency device. (Attach as a matter of Proof Purchase Bill /invoice & undertaking with list of device with Serial no./make/model etc).

j) The Bidder/Agency should have technical support comprising of minimum **Twenty teams** for this purpose. A Team will consist of professionally qualified **1-DGPS/ETS operator and 1- team leader**. The information about the technical man power shall be furnished by the bidders in prescribed proforma at **Annexure-15**. These technical persons should be on the payroll of the bidder. As a matter of proof, the bidder shall submit copies of EPF that cover contribution towards EPF certified by EPF Directorate during 2017-18 or Form 16 of Income Tax. In case there is no legal requirement of EPF or TDS of Income Tax, the bidder need not submit the details for columns 5 & 6 of Annexure-15.

k) The bidding firm should have minimum average annual turnover of INR 3 crore for last 3 (three) financial years ( 2015-2016 , 2016-2017 & 2017-2018) as per the proforma given at **Annexure-9**.

l) The bidding firm should have the net worth in excess of Rs. 3.0 crores (Rupees three Crore only). Original Auditor's Certificate must be enclosed. as per the Proforma given at **Annexure-10**.

m) Bidder would be declared technically qualified for the consideration of his/her financial bid (Financial evaluation) if the documents as listed in **Annexure-3** are submitted.

#### **4.11(B) Stage-II: Financial Evaluation**

- (i) The bidder should submit the financial bid in Proforma as per Annexure-5. There shall be no other document attached to the Financial Bid. The Financial Bid must include all admissible taxes, cess, fees, etc. and the Bid must not be conditional.
- (ii) The price evaluation would be based on L1 rates, i.e. the bidder with the least quoted price shall be declared eligible for award of contract.
- (iii) The threshold technical support alone with tenderer declared L-1 may not be sufficient to meet the deadlines (after signing of agreement) of completing the tendered work satisfactorily within the stipulated time i.e. by 31-03-2019. In view of this, it has been decided that in the interest of quality of work and fairness in award of the tender, 60% of the total tendered work may be awarded to L-1 and the rest 40% of the tendered work may be awarded among L-2 and L-3 (20% each) at L-1 rate subject to their willingness.
- (iv) In case, any selected tenderer fails to satisfactorily execute the agreement with the concerned Divisional Forest Officers in the stipulated time period, PCCF (Development) has the right to offer the same work to any of the Technically qualified bidders at L-1 rate, after taking approval of PCCF (HoFF).
- (v) PCCF ( HoFF) has the Authority to extend the contract to selected bidders at L-1 rate for another one year.
- (vi) **PCCF (Development) has the Authority to terminate the contract in following condition:-**
  - a. **Termination for default-** Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified.
  - b. **Termination for insolvency:-**At any time terminate the Contract by giving written notice to the Agency if he becomes bankrupt or otherwise insolvent. In the event, termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Client.

  
**P.C.C.K. Dev**  
**Jharkhand, Ranchi**

c. **Termination on Death** : - Without prejudice to any of the right or remedies under this contract if the individual contractor dies, terminating the contract without compensation to the contractor.

d. **Termination for fraudulent Practice**:- If the Agency, engaged in corrupt or fraudulent practices in competing for or in the executing the contract. Corrupt practice means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public officials in the procurement process or in contract processes. Fraudulent practice means a misrepresentation of fact in order to influence a procurement process or the execution of a contract to the detriment of the borrower and includes collusive practice among tenderers designed to establish tender prices at artificial non-competitive levels and to deprive the borrowers of the benefits of free and open competition.

## 5 Critical Dates

Interested bidders may quote their offers as per details mentioned time/date/ venue below:

1	Name of Work	DGPS/ETS survey of forest boundary with reference to the Ground control points (GCP), existing GCP of SOI, Govt. of India tri-junction points (Tihada) using dual frequency DGPS devices supply and erection of stone monoliths at control points only.
2	Tentative Quantity	Identification & demarcation of forest boundary pillars by DGPS Survey and documentation of forest records including clear marking of approximately $40000 \pm 5000$ (Forty thousand $\pm$ Five Thousand) forest boundary pillars and preparation of Georeferenced maps in various forest divisions of the state of Jharkhand.
3	Earnest money	The bidder shall submit the earnest money in the form of bank guarantee for twelve month of Rs. 1200000 (Rs. Twelve lakhs) only Issued by any Indian Nationalised Bank/Scheduled Bank.
4	Time of Completion	Four months from the date of issue of work order or 31.03.2019, whichever is earlier.
5	Validity of offer	One year from the last date of submission of bid
6	Date of commencement and time of Issue of Tender documents	<u>From 30.11.2018 during office hours on working days.</u>
7	Last date & time of submission of bids.	<u>13.12.2018 at 01.00 PM.</u>
8	Date & time of opening Technical bids	<u>13.12.2018 at 03.30 PM.</u>

## 6. Address for Submission/ Communication

Address of communication & submission of Tender.	Office of the DCF Planning, Tribal Area Ranchi, Block-C, Room No. 105, Van Bhawan Doranda, Ranchi-834002. Ph. No. – 0651-2481161 e-mail ID-def-plantribal@gov.in
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## **7. Instructions to Bidder/Agency**

The Department of Forests, Environment & Climate Change, Government of Jharkhand invites bids from interested and eligible agencies/firms/organizations/company for the aforesaid work as per terms & conditions mentioned in the tender document. This is an invitation for submission of bids to provide comprehensive services as listed in the scope of the work of this document but not restricted to those mentioned here, related to requirement.

### **7.1 Tender Document**

This Tender document comprises total **39 pages**. In addition, any other documents/instructions/amendments/revisions issued by Department of Forests, Environment & Climate Change, Government of Jharkhand to the bidder till the due date of opening of the bids shall also be deemed to be integral part of the Tender document. Failure to furnish all the information as per the Tender document in every respect will be at the bidder's risk.

### **7.2 Cost of Tender Document.**

The agency shall submit the Tender Document with fee of Rs.1,500/- (Rupees One Thousand Five Hundred) only in the form of demand draft **in favour of Deputy Conservator of Forests, Planning, Tribal Area, Ranchi Jharkhand, Ranchi**.

### **7.3** Technical Bid and Financial Bid should be submitted in Separate sealed envelope with clear typing of "Technical Bid & Financial Bid" along with Tender name and Notice number on the sealed envelopes respectively and thus sealed envelopes should be kept in another sealed cover with Tender name and Notice number written on the sealed cover.

- a. This Tender document is not transferable. Short Tender Notice No. 04/2018
- b. Consortium bids are not allowed.

### **7.4** The bids are required to be submitted on the agencies letter head with due signature at every page.

### **7.5** The agency should submit **supporting document** in their tender document as indicated in the Check List as given at **Annexure-3**.

### **7.6** Department of Forest, Environment & Climate Change, Government of Jharkhand reserves the right to accept or reject any or all bids without assigning any reason thereof. It also reserves right to seek further information/details from the bidder (s).

### **7.7** Please note that this is a tender and selection will be done after technical evaluation and financial evaluation. Financial bids will only be opened of the bidders who fulfill the technical qualifications.

### **7.8** Agencies/Firms/Organizations if found to have indulged in any corrupt or fraudulent practices their bids will not be taken up for consideration.

### **7.9** Department of Forest, Environment & Climate Change, Government of Jharkhand may call any or all the agencies/bidders subject to satisfying technical criteria to make a presentation on their strength and capabilities, past experience on similar type projects and their proposed view on the project.

### **7.10** The agency/bidder shall be responsible for all the costs associated with the preparation of the bids. The Department of Forest, Environment & Climate Change, Government of Jharkhand shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

### **7.11** Mere submission of bids does not entitle the agencies/bidders to meet technical criteria. Department of Forest, Environment & Climate Change, Government of Jharkhand reserves the right to vet and verify any or all information submitted by the agency/bidder.

(A)  
P.C. of Dev.  
Jharkhand Ranchi

7.12 Department of Forest, Environment & Climate Change, Government of Jharkhand reserves the right to change, modify, add or alter the Tender document/bidding process.

7.13 No exclusivity rights will be provided nor should be assumed by the agency/bidder at any stage.

7.14 Sealed bids prepared in accordance with the procedures enumerated in Tender Notice document should be submitted to Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand not later than the date and time laid down, at the address given in the Schedule of Events as mentioned above.

7.15 The detailed schedule of events is as per this document. Department of Forest, Environment & Climate Change, Government of Jharkhand shall not be responsible for non-receipt /non-delivery of the bid/bids due to any reason whatsoever.

7.16 The agencies/organization quoting abnormally low/high price may be rejected from consideration during the financial bid analysis.

7.17 The agency should submit the bids in two envelopes, (i) the Technical Bid & (ii) Financial Bid. Technical Bids should be sealed in an envelope super scribed or typed "Technical Bid" and "Financial Bid" should be sealed in another envelope super scribed/typed "Financial Bid". Both these envelopes should contain address of the contact persons of the bidder firm and should be addressed to Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand.

Both these envelopes should be sealed in third envelope. The third sealed envelope should be super scribed (i) Bids for DGPS/ETS survey of Forest boundary Pillar (ii) Name and address of the contact persons of the bidding agency should be written on the envelope and it should be addressed to Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand 834002.

## **8. Earnest Money**

8.1 Bidders shall submit earnest money with technical bid in the form of Bank Guarantee of requisite value as mentioned in "Particulars of Tender Notice" as at point no. 4 above. The Bank Guarantee shall be made in favour of "**Deputy Conservator Forests, Planning Tribal Area, Ranchi**" payable at Ranchi from any Indian Nationalized bank/Scheduled bank.

8.2 The bank guarantee shall remain valid for 12 months.

8.3 The earnest money shall be returned to all unsuccessful bidders, within thirty days from the date of completion of tender process.

## **9. The earnest money shall be forfeited if**

The successful bidder fails to furnish his acceptance of the order within fifteen days of placement of work order.

## **10. Security Deposit**

- i Before award of the work, finally selected agency for a particular piece of job, the agency would be required to deposit a security deposit of an amount equal to 5% of total amount to be released by the department to the agency after successful completion of the Job.
- ii The security deposit will be refunded after successful completion of the assigned job and verification by third party.
- iii This security deposit may be given either in the shape of a Bank Draft or bank guarantee issued by a nationalized or scheduled bank in favor of the Divisional Forest Officer of the work giving division and it must be payable at town/city of this Forest Division. The bank draft or the bank guarantee will be deposited in office of the concerned Forest Division. The EMD deposited by the successful bidder will be refunded to him after deposition of all such security deposits in the concerned **allotting work** forest divisions.

iv However, if the work is left unfinished or not done to the satisfaction of the concerned authority within the stipulated time, to be mentioned in the work order and in the contract, the security deposit would be forfeited.

## **11. Authority of Person Signing the Documents**

A person signing the bid document or any document forming part of the bid document shall be deemed to warrant that he has authority to sign such document and if on enquiry it appears that the person signing the document had no authority to do so. Department of Forest, Environment & Climate Change, Government of Jharkhand may, without prejudice to other civil and criminal remedies, cancel the bid and hold the signatory liable for all costs and damages. For this purpose Power of Attorney in the Proforma as prescribed at **Annexure-8** shall be submitted.

## **12. No Claim or Compensation for Submission of bid**

The bidder whose agency is not selected shall not be entitled to claim any costs, charges or expenses in connection with his submission of bid, even though Department of Forest, Environment & Climate Change Government of Jharkhand may decide to withdraw the Notice Inviting tender.

## **13. Validity of Bids**

Unless otherwise specified, the bidder shall keep his bids valid initially for a period of Six months from the last date of submission of the bid.

## **14. Other Terms & Conditions**

- 14.01 Insertion, post-script, addition and alteration shall not be recognized.
- 14.02 Incomplete bids not submitted as per requirement are likely to be rejected.
- 14.03 Bidders shall submit their bids strictly as per terms and conditions of the tender document without any deviation.
- 14.04 If at any point of time any of the documents/information submitted by the bidder is found to be incorrect, false or untruthful, the bid and/or the resultant order may be summarily rejected/ cancelled at the risk of the bidder.
- 14.05 Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of a bid that is not substantially responsive to the bid document in all respects shall be summarily rejected.
- 14.06 All bids will be received in duly sealed cover within the due date and time. Bid received after the due date and time is liable for outright rejection.
- 14.07 Department of Forest, Environment & Climate Change, Government of Jharkhand reserves the right to reject part or whole of the bid/order without assigning any reason thereof, postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.
- 14.08 No postal transaction shall be entertained for obtaining Tender Notice document.
- 14.09 Issuance of Tender document shall not construe that the bidders would be automatically considered qualified.

## General Terms & Conditions

  
P.C.C.P. Dev.  
Jharkhand, Ranchi

### **1. Introduction**

The instruction/information contained in the Tender Notice documents are for guidance and compliance of the intending bidder. Bidders are advised to obtain clarification from Deputy Conservator Forests, Planning Tribal Area, Block-C, Van Bhawan, Doranda, Ranchi, Jharkhand, if any, prior to submission of their bid, failing which it will be deemed that the stipulation made in the Tender documents have been read, understood and are acceptable to the Bidder/Agency.

Bidder shall bear all costs associated with the preparation and submission of the bid, journeys undertaken by them and subsequent bidding process till the empanelment of suitable bidder and the Department of Forest, Environment & Climate Change Government of Jharkhand in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **2. Price**

The price bid will be submitted as per the **Annexure 5** of the tender document.

The bidder shall quote his price as per schedule of items of work. The contract price rates shall be firm and shall not be subject to any variation except for statutory variation of taxes and duties during the contractual completion period. The price shall be inclusive of all taxes, duties and levies including GST etc. as on the opening date of price bid.

### **3. Completeness of Bids**

All activities including safety and protection devices as required shall be deemed to have been included in the bids, whether such items are specifically mentioned in the Tender notice document or not.

### **4. Compliance with regulations**

The bidder shall comply with all applicable laws or ordinances, codes, approved standards, rules and regulations and shall procure all necessary and/or other statutory bodies and government permits & licenses etc. at his own cost. The agency/organization/firm/company shall leave the Department of Forest, Environment & Climate Change Government of Jharkhand harmless as a result of any infractions thereof.

### **5. Agreement**

The selected agencies/firms/organizations/companies shall have to enter into an agreement in the office of the DFO in whose jurisdiction the DGPS Survey work will be conducted in prescribed format within **07 days** of award of tender. The concerned DFO will give work order within 07 days of agreement and the concerned agency should start the work within the **07 days** of issue of work order.

### **6. Income Tax**

Without prejudice to the obligations of the bidders under law, any income tax which Department of Forest, Environment & Climate Change Government of Jharkhand may be required to deduct by law/statute, shall be deducted at source and shall be paid to income tax authorities on account of the bidders. Department of Forest, Environment & Climate Change Government of Jharkhand shall provide a certificate to the agency for such deductions of tax.

## **7. Force Majeure conditions**

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative obligation of the party affected by such force majeure shall be treated as suspended during which force majeure condition last.



**P.C.C.E. Dev.  
Jharkhand Ranchi**

The term force majeure shall have herein mean riots (other than among the bidders employee), civil commotion, war (whether declared or not), invasion, act of foreign enemies hostilities, rebellion, insurrection, military coup to usurp power, naxalites activities , act of God such as earthquake, lightening, floods, fires not caused by bidders negligence and other cause which the bidders has no control and accepted as such by the Department of Forest, Environment & Climate Change Government of Jharkhand whose decision shall be final and binding.

## **8. Jurisdiction of the Court**

All disputes would be settled within Ranchi jurisdiction of court of law only.

## **9. Payment**

- i. No advance would be given
- ii. Payment would be made by the Divisional Forest Officer of the work-order issuing division.
- iii. Payment would be made in four installments, mentioned below :-
  - a) On successful completion of 25% Job, 15% of the total payment will be released.
  - b) On successful completion of next 25% Job, 30% of the total payment will be released.
  - c) On successful completion of the next 25% work, 50% of the total payment would be released.
  - d) And on successful completion of the rest job and submission of report to the satisfaction of the Divisional Forest Officer of the division remaining payment would be released.

## **10. Verification of Surveyed Data**

Verification of Ground/Post-Processed Data will be in two parts.

1. Verification in the field at DGPS location during field observation by Forest Officials and /or GIS cell.
2. Third Party verification after completion of job shall be carried by an agency authorized by Forest Department.

## **11. Deliverables**

- a) PF/RF- wise survey report
- b) One set of soft copy of notified Forest Maps, with area, perimeter and attributes.
  - In e00 format in Geographic Coordinate System- WGS84 datum and Universal Transverse Mercator Projection of respective zone.
  - Forest (PF/RF) wise RAW and differentially corrected DGPS readings in RINEX and native format (8 decimal places in degrees for latitude and longitude including height above MSL and HAE in cm)
  - For Total stations: unregistered & geo-referenced maps along with GCPs (RAW & differentially Corrected DGPS readings in above format)
- c) One set of hard copy of maps and readings of each location in MS excel (latitude and longitude in WGS 84 datum and height above MSL and HAE in cm) certified by the

d) Following additional fields also needed of each forest pillars to include in the (.shp)shape file;

1. GCP\_ID
2. Code (unique-id of Pillar)
3. Sub\_Class (either GCP or PCP)
4. X(Value of X-coordinate)
5. Y(Value of Y-coordinate)
6. Z(Value of Z-coordinate)
7. Description (Land mark for reference of Pillar)
8. Monument (Constructed or not)
9. Sketch/Ground Photo (Sketch or photograph of the pillar)

### **Sequence of Preparation of Report and Maps**

- i) **Inception Report:** indicating the method and work schedule shall be submitted within 2 weeks of entering into agreement. Before starting work, the consultant shall hold extensive discussion with the respective RCCFs/CCFs/CFs/DFOs to decide on the method, work schedule, details of attribute data needed and constitution of support teams from concerned forest division/Jharkhand Forest Department. The Agency/ Firm shall make a presentation on the method, work plan and mile stone schedule.
- ii) Draft Report along with surveyed & geo-referenced maps of Protected forest or reserve forest (hard copy and soft copy) containing all information as mentioned in scope of work and Deliverables should be submitted. (The maps in 1:3960 same as that of Cadastral Map scale, subject to maximum AO size, shall be certified by the respective Amin/Surveyor, FBO, FRO, ACF and DFO). The report along with certified maps shall be delivered to the respective RCCFs/CCFs/CFs of Circle or region.
- iii) Final report duly incorporating the comments of the respective RCCFs/CCFs/CFs of circle or region shall be delivered within one month of communication of comments on draft report.

### **12. Responsibilities of Jharkhand Forest Department**

- a) The concerned Forest Division shall provide details of notified forest blocks and cadastral maps indicating the boundaries of forest to be surveyed and mapped with all attribute data.
- b) Jharkhand Forest Deptt. will facilitate the identification of forest boundary pillars on the field based on cadastral maps, previous surveys, village trijunction points, previous points, etc. for DGPS survey by the Agency. The ultimate agency of ascertain with accuracy the point location of forest boundary pillars as per the cadastral survey and forest demarcation shall, however, lie with the Agency.
- c) The Jharkhand Forest Department reserves the right to get the authenticity of the DGPS surveyed boundary pillars point checked through own staff/ officers or external agencies. The Agency shall re-survey, within the financial year 2018-19 itself, or within a later period stipulated by the Divisional Forest Officer, such points as are found inaccurate; and remove any discrepancy.
- d) Jharkhand Forest Department shall coordinate the work with the consultant's team. The field officers (FRO, Amin/FBO/FG) shall verify the forest boundary pillars location identified by the DGPS survey team, by means of official cadastral maps and other official records deemed necessary; by test-checking percentage minimum percentage of points given in the following table.

e) Respective DFOs should give priority in construction of missing boundary pillars.  
 f) On prior request Jharkhand Forest Department shall provide logistic support like accommodation subject to their availability, rates on par with touring forest officials.

### **Roles of various Jharkhand Forest Department Officers:-**

Sl.No	Designation	Roles
1.	Forest Guard	a) Test checking of station and boundaries
2.	FBO (Forester)	a) Identification of stations, BPs and boundaries. b) Providing local support in carrying out the survey. c) Test checking of station and boundaries.
3.	Amin/Surveyor	a) Supervise identification of Station and boundaries. b) Verification of stations and boundaries. c) Providing local support in carrying out the survey.
4.	RFO	a) Providing cadastral map etc. b) Test checking of station and boundaries. c) Organisation of field work and providing necessary support. d) Interaction/Coordination with revenue officials, and other stake holders. e) Incharge of work in his/her range. f) Collection of necessary maps. g) Collection of Gazette notification and maps of PF/RF.
5.	ACF	a) Collection of necessary maps. b) Collection of Gazette Notifications and maps of PF/RF. c) Test checking of survey stations/BPs and boundaries. d) In charge officer of entire work. e) Interaction/Coordination with revenue, LRDC and other stakeholder agencies.
6.	DFO	a) Collection of relevant maps. b) Collection of Gazette notifications, maps and other records. c) Providing all the attribute data. d) Test checking of survey stations/BPs and boundaries. e) Interaction/Coordination with revenue, LRDC, and other stakeholder agencies. f) Overall responsibility in conducting the survey.
7.	CF	a) Test checking of station and boundaries
8.	RCCF	a) Test checking of station and boundaries
9.	GIS Cell	i Assigning unique ID to each PF/RF. ii Designing of attributes to be collected. iii Technical Evaluation of the data provided by the Agency/Firm as per the specification. iv Joining of the GIS data of block boundaries. v Linking of attribute data.

g) RCCF/CCF will decide the range and division where survey will be carried out.

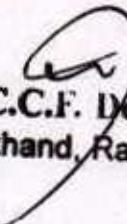
### **13 Responsibilities of the Agency**

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**

- a) The Agency shall deploy sufficient teams along with all logistics and equipment to carry out the survey and mapping of notified forest area.
- b) Each team shall comprise a Team leader who shall be specialist in Geomatics, a DGPS operator and /or a TS operator and sufficient number of supporting surveyors for accomplishing the task.
- c) The agency shall furnish all deliverables and training detailed in §2 and § 11.

#### **Roles of various team members of survey teams**

Sl No.	Designation	Roles and qualifications
1.	<b>Surveyors-2</b>	<ol style="list-style-type: none"><li>a) Diploma/ITI in Surveying &amp; leveling, Civil engineering.</li><li>b) 3 years experience in handling of DGPS, Total stations and the associated software for downloading &amp; processing of data.</li></ol>
2.	<b>DGPS/ETS Operator-1</b>	<ol style="list-style-type: none"><li>a) Diploma or B Tech in civil engineering AMIE or equivalent.</li><li>b) 3 Years experience in handling of DGPS, Total stations and the associated software for downloading and processing of data.</li></ol>
3.	<b>Team leader-1</b>	<ol style="list-style-type: none"><li>a) B.Tech in Civil Water resources, RS, Geo-informatics, GIS, CS, IT, AI, EC, Environmental Sciences or equivalent.</li><li>b) MSc in Geo Sciences, Physics, Electronics, Mathematics, statistics Computer Science, IT, Environmental Sciences or equivalent.</li><li>c) MCA or equivalent.</li><li>d) 2 years experience in handling of DGPS, Total stations and the associated software for downloading &amp; processing of data.</li><li>e) 2 years experience in the field of signal/Image Processing/GIS (for B Tech)/MCA/M.Sc in any image processing and GIS software.</li></ol>
4.	Project Leader (to supervise 4-5 team)	<ol style="list-style-type: none"><li>a) B. Tech in Civil water resources, RS, Geo-informatics, GIS, CS, IT, AI, EC, Environmental Sciences or equivalent.</li><li>b) M. Sc. In Geo Sciences, Physics, Electronics, Mathematics, Statistics, Computer Science, IT, Environmental Sciences or equivalent.</li><li>c) MCA or equivalent.</li><li>d) 5 years experience in handling of DGPS, Total stations and the associated software for downloading and processing of data.</li><li>e) 5 years experience in the field of signal/ Image processing/ GIS (for B.Tech) MCA/ M.Sc) in any Image Processing and GIS software.</li></ol>

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**  
Model Letter-2

### Covering Letter

(To be submitted in the official letter head of the agency/firm/organization/company)

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for **Forest boundary survey**.

Sir,

We are hereby submitting our proposal in full compliance with the terms and condition of the Short Tender Notice No. .... A blank copy of the Tender document, duly signed on each page is also submitted as a proof of our acceptance of all terms & Conditions.

We confirm that, we have the capability of survey by DGPS/ETS Technology for the Forest Boundary and preparation of Geo referenced Maps.

The bids are submitted in two separate and sealed envelopes marked "Technical Bid" & "Financial Bid" and both placed in another sealed envelope.

Authorized Signatory

Name:

Designation:

Company Seal:

*Check List of Technical Bid*

**Technical Bid for Forest Boundary survey by DGPS/ETS**

**Short Tender Notice No 04/2018**

Sl. No.	Particulars	Yes/No	Flag No.*
1	2	3	4
1	Covering Letter as per <b>Annexure-2</b>		I
2	Acceptance by the Agency as per <b>Annexure-4</b>		II
3	Information about the bidding Firm/Agency as per <b>Annexure-6</b>		III
4	The copy of registration of bidding firm/Company/Agency etc. (Attach relevant certificates)		IV
5	The bidder is registered Firm/Company/Agency/has affiliation with ISRO/NRSC/SRSCS/FSI/any Govt. Department for undertaking DGPS Survey (Attach relevant certificates received from them)		V
6	To indicate the functionality of the firm attach the balance sheets of last two years ending 31.03.2018 of the firm duly certified by statutory Auditor.		VI
7	Copy of Valid Service Tax Registration		VII
8	Copy of ISO 9001 certification for the bidder firm/agency, (if any).		VIII
9	Photocopy of the PAN card		IX
10	The agency shall submit details of technical manpower & attested copy of their salary slips supported by copy of Form-16/EPF contribution issued to all such persons during 2017-18 as proof of their employment as per <b>Annexure-15</b>		X
11	A copy of valid GST/TIN registration certificate		XI
12	Declaration by the bidder as per <b>Annexure-7</b>		XII
13	Authorization letter issued by the agency as per <b>Annexure-8</b>		XIII
14	Information with regard to annual turnover of the agency as per <b>Annexure-9</b>		XIV
15	Information with regard to Net worth of the agency as per <b>Annexure-10</b>		XV
16	Profile of the Projects completed as per <b>Annexure-11</b>		XVI
17	Brief Agency Profile as per <b>Annexure-12</b>		XVII
18	A self certificate by the bidder that agency is not blacklisted in any state in India or in the case foreign bidder in any country and none of the partner/Director/Proprietor has not been Charge sheeted/convicted as per <b>Annexure-13</b>		XVIII
19	Experience details of the agency as per <b>Annexure-14</b>		XIX
20	Copy of the order/orders and completion certificate indicating bidder should have cumulative experience of executing contracts of undertaking such DGPS/ETS survey with any Govt. Organization / PSU for last 7 years as on bid calling date. The minimum experience of such survey works should be an area of 5000 Sq.km or 50,000 points of forest or non-forest area. <b>Annexure-17</b>		XX
21	Undertaking from bidder that they have resources and capability to survey Forest boundaries by DGPS/ETS technology and prepare the Geo referenced maps etc as per requirements of Tender notice as per <b>Annexure-16</b>		XXI
22	Information with regard to 20 nos. of DGPS device among which 10 dual frequency device (Attach as a matter of Proof: Purchase Bill /invoice & undertaking with list of device with Serial no./make/model etc). <b>Annexure-18</b>		XXII

\* Please flag the annexure and write flag number as in the box.

**Please ensure:**

- That all information is provided strictly in the order mentioned in the check list mentioned above.
- Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, the Department of Forests, environment & Climate Change Govt. of Jharkhand may or may not seek confirmations/clarifications and any bid not in line with Bid conditions shall be liable for

rejection.

Any clarification/confirmation bidder may require shall be obtained from the Department of Forests, Environment & Climate Change Govt. of Jharkhand before ~~Jharkhand, Ranchi~~. Bidder shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein

  
**P.C.G. Dev**

(Signature of Bidder)  
With Seal

  
**P.C.C.F. Dev.**

~~Jharkhand Ranchi~~

**Format for declaration that the provisions of Tender Notice are acceptable and confirm that all statements made by the bidders are complete & correct**

**Annexure-4**

*(To be typed on the Letterhead paper of the Applicant, including full postal address, Telephone, FAX numbers and e-mail address)*

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

**Subject: Tender for selection of Agencies for Forest boundary survey by DGPS/ETS.**

Dear Sir,

Having examined the Tender Document we, the undersigned, bids for conducting **Forests boundary survey** in full conformity with the said tender document.

We have read the provisions of the tender and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bids shall not be given effect to.

We agree to abide by this tender, consisting of this letter, the detailed response to the Tender and all attachments, for a period of one year from the date fixed for submission of bid as stipulated in the Tender.

This application is made with the full understanding that:

- (a) Bids by qualified Agencies will be subject to verification of all information submitted for qualification and bidding;
- (b) Department of Forest, Environment & Climate Change, Jharkhand reserves the right to reject or accept any application, cancel the qualification process, and reject all applications and Department of Forest, Environment & Climate Change, Jharkhand shall not be liable for any such actions.

Any genuine changes made by Department of Forest, Environment & Climate Change, Government of Jharkhand in the interest of project with respect to the technical requirement during the course of project implementation will be acceptable.

We hereby declare that all the information and statements made in these bids are complete, true and correct and accept that any misinterpretation contained in it may lead to our disqualification.

**(Contd..)**

### Information Detail

- 1 Name of agency
- 2 Address of agency
- 3 Name, Designation and Address of the contact person to whom all correspondences shall be made regarding this Tender
- 4 Telephone no. of contact person
- 5 Mobile no. of contact person
- 6 Fax no. of contact person
7. E-mail address of contact person

We hereby declare that our bids are made in good faith and the information contained is true and correct to the best of our knowledge and belief.

<Signature of Authorized Signatory>  
<Name>  
<Designation>  
<Contact Address>  
<Telephone Numbers (Mobile & Land)>  
Agency Seal



P.C.C.F. Dev.  
Jharkhand, Ranchi

Annexure-5

**Price bid documents**

**PRICE BID**

**Financial bid for Selection of Agencies for  
FOREST BOUNDARY SURVEY  
BY DGPS/ETS & SUPPLY AND ERECTION OF MONOLITHS.**

Description	Rate in Rupees for one Boundary Pillar. (in words and figures)
The Rate for undertaking DGPS/ETS SURVEY and all other allied activities as per the scope of work for each Boundary Pillar. (inclusive of all applicable taxes, cess, fees, etc.)	

Signature of Authorized Signatory  
Name  
Designation  
Contact Address  
Telephone Numbers (Mobile & Land)  
Agency Seal

**Information about the Bidding Firm**  
**Tender for Forest Boundary survey by DGPS/ETS**  
**Short Tender Notice No. 04/2018**  
 (To be submitted in the official letter head of the company)

Sl. No.	Particulars	
1	2	3
1	Name of the Bidder	
2	Address of Bidder with Telephone, Fax, e mail.	
3	Address of the Registered Office	
4	<u>Address of the works</u>	
5	GPS Co-ordinate of Registered Office	
6	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-12)	
7	Nature of Firm (Proprietorship/Partnership/Pvt. Ltd./Public Ltd. Co./Public Sector)	
8	Permanent Account Number (PAN)/TIN (Attach proof)	
9	Firm's Registration Number (Attach proof)	
10	GST (Attach proof)	
11	Office/ Work Stations and Service network in Jharkhand with TIN No.(Give details)	
12	Other details and remarks, if any	
13	Copy of Service Tax registration	

Yours faithfully,

(Signature of Authorized Signatory)

Name : \_\_\_\_\_

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

Agency seal : \_\_\_\_\_

(Separate sheet may be used for giving detailed information duly signed)

Declaration by the Bidder

**Tender for forest boundary survey by DGPS/ETS.**

**Short Tender Notice No 04/2018**

(To be submitted in the official letter head of the company)

I/We \_\_\_\_\_ (here in after referred to as the Bidder) being desirous of bidding for conducting DGPS survey work under above mentioned Tender Notice and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the Tender document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the Tender document and agrees with all provisions of the Tender document.
2. The Bidder is capable of executing and completing the work as required in the Tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the Performance of the works.
4. The Bidder has no collusion with any employee of Forest Environment & Climate Change of the Govt. of Jharkhand or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of the department of Forest Environment & Climate Change of the Govt. of Jharkhand or any of its employees, but only by the Tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of the department of Forest Environment & Climate Change of the Govt. of Jharkhand.
8. The information and the statements submitted with the bids are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the State and Central Government that may affect the work, its Performance or personnel employed therein.
10. The Bidder has not been debarred from similar type of work by any SNA/ Government Dept. /PSU.
11. These Bids shall remain valid for Six months from the date of opening of the financial Bids.
12. The Bidder gives the assurance to execute the work as per specifications terms and conditions.
13. The Bidder confirms the capability to complete the work supply Geo-referenced maps reports etc well before the scheduled time.
14. The Bidder accepts that the firm/company /agency will be black listed by Forest Environment & Climate Change of the Govt. of Jharkhand if the Bidder fails to undertake the work or sign the contract within the stipulated period.

Authorized Signatory

Name:

Designation:

Agency Seal:

Format of Authorization letter for Signing Bid

Tender for forest boundary survey by DGPS/ETS.  
Short Tender Notice No. 04/2018

**AUTHORIZATION LETTER**

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms.....(Name and residential address) who is presently employed with us and holding the position of.....as our authorized person to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bids for survey of forests boundaries by DGPS/ETS technology in various Forest Divisions of Jharkhand including signing and submission of all documents and providing information/Bids to the department of Forests ,Environment & Climate Change Govt. of Jharkhand, representing us in all matters before [Insert Name], all matters in connection with our bids for the said work.

She/He is also authorized to attend meetings and submit technical and commercial information as may be required by Department of Forest, Environment & Climate Change, Govt. of Jharkhand in the course of processing above said bids. Ms. /Mr. \_\_\_\_\_ is hereby authorized to make technical presentation on behalf of the Agency/Organization/Firm/Company (Proof of above two persons as employee of the Agency/Organization/Firm/Company to be enclosed)

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized persons and that all acts, deeds and things done by our authorized person shall and shall always be deemed to have been done by us.

For

Accepted

.....(Signature)

Authorized Signatory

Name:

Designation:

Agency Seal:

**Note:**

- a. The mode of execution of the Authorization letter should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.



**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**

Annexure-10

**FORMAT FOR NET WORTH CERTIFICATE**

**Tender for forest boundary survey by DGPS/ETS.**  
**Short Tender Notice No. 04/2018**

[On the letterhead of Bidding Company/Firm/Agency]

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for **Forest boundary survey**.

This is to certify that Net worth of \_\_\_\_\_ {insert the name of Company/Firm/Agency},  
as on 31st March 2018 is Rs \_\_\_\_\_ - \_\_\_\_\_. The details are appended below.

Particulars	Amount (In Rs.)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
Net Worth as on 31 <sup>st</sup> March 2018	

*Authorised Signatory  
(Power of Attorney holder)*

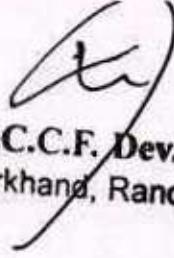
*Statutory Auditor  
(Stamp & Signature)*

## PROFILES OF PROJECTS COMPLETED

1. Name of client
2. Name of the Project
3. Brief Description of the Project
4. Scope of the Project (Activities Involved)
5. Details of Solution and Methodology Adopted
6. No. of Locations at which Project is being/was implemented
7. Resource Base
  - Total area surveyed
  - Total Number of employee deployed for the project
  - Total number of DGPS/ETS used in the project
  - Name of softwares used in the project
8. Value of the project (INR)
9. Date of award of contract
10. Scheduled date for Completion of the Project
11. Date of commencement of the project
12. Date of successful completion of the project
13. If not completed, expected date of completion, and reason for delay.
14. Name of the person who can be referred to from Clients' side, with Name, Designation, Postal address, Contact phone, FAX number, e-mail id etc.

*Attach Additional Sheets and Annexure, if required.*

**Authorized Signatory  
(Agency Seal)**

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi**

Annexure 12

## **BRIEF AGENCY PROFILE**

- 01 Name of the Firm/Agency/Organization/Company
- 02 Name of Directors along with DIN
- 03 Year of Establishment
- 04 Address of Office
- 05 Telephone No.
- 06 Fax No.
- 07 E-mail Address
- 08 Website
- 09 Sectors' in which the Agency/Organization/Firm/Company has provided similar services to Govt. / PSU/ Agencies in India
- 10 No. of full time personnel currently under employment
- 11 No. of years of Proven experience of providing similar Services
- 12 Certifications (ISO 9001:2000, if any)

**Authorised Signatory**  
**(Agency Seal )**



P.C.C.F. Dev.  
Jharkhand, Ranchi

Annexure 13

## DECLARATION

**Format for declaration by bidder or agency that proprietors/Directors/Promoters/Partners of the agency has not been Convicted/Charge sheeted by any court of law.**

**Tender for forest boundary survey by DGPS/ETS.**

**Short Tender Notice No. 04/2018**

To,

Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.

Sub: Declaration Letter of Agencies for Forest boundary survey.

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit bids in response to your Short Tender Notice No: \_\_\_\_\_

- In accordance with the above we would like to declare that:

- a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) That none of the Director/Partner/Proprietor of the agency has not been convicted or charge sheeted by any/any such other organization in court of law.
- c) We are not black-listed by any Central / State Government / Public Sector Undertaking/any such other organization in India.
- d) We will not use the survey data for any other purpose. We will not handover any survey data to any other person or firm or company other than to directed by the Department of Forest, Environment & Climate Change, Government of Jharkhand. We will maintain the secrecy and sanctity of the data.

Sincerely,

AUTHORIZED SIGNATORY  
[AGENCY'S NAME]  
Name  
Signature Date  
Agency Seal

*[Signature]*  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi** Annexure-9

**FORMAT FOR FINANCIAL REQUIREMENT – ANNUAL TURNOVER**

**Tender for forest boundary survey by DGPS/ETS.**

**Short Tender Notice No. 04/2018**

[On the letterhead of Bidding Company/Firm/Agency]

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for Forest boundary survey.

We certify that the Bidding Company/Firm/Agency had an average Annual Turnover of Rs. -----  
----- based on audited annual accounts of the last three years ending 31.03.2018.

*Authorised Signatory*  
(Power of Attorney holder)

*Statutory Auditor*  
(Stamp & Signature)

Date;

P.C.C.F. Dev.  
Jharkhand, Ranchi

#### Annexure-14

#### *Format for submission of experience details*

## **Tender for forest boundary survey by DGPS/ETS.**

## **Short Tender Notice No. 04/2018**

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for Forest boundary survey.

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit bids in response to your Short Tender Notice No: \_\_\_\_\_

- In accordance with the above we would like to declare that we have been associated with the DGPS/ETS Technology for the last ..... years and have experience for surveying by DGPS/ETS Technology for more than 5000 Sq.km. or 50000 points. It is certified that we have or do not have experience for the DGPS/ETS Survey in forest/non-forest area.

Sincerely,

AUTHORIZED SIGNATORY  
[AGENCY'S NAME]  
Name  
Signature Date  
Agency Seal

~~P.C.C.F. Dev.  
Jharkhand, Ranchi~~ Exhure-15

#### *Format for Availability of Technical Manpower.*

## **Tender for forest boundary survey by DGPS/ETS.**

## Short Tender Notice No. 04/2018

To

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for availability of technical manpower to carry out Forest boundary survey by DGPS/ETS Method.

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit bids in response to clause 4.11(A)(i) of your Short Tender Notice No: \_\_\_\_\_

\_\_\_\_\_ In accordance with the above we would like to declare that the employees as per details given below:-

Sincerely,

AUTHORIZED SIGNATORY  
[AGENCY'S NAME]

Name \_\_\_\_\_

**Signature Date**

Signature or  
Agency Seal



P.C.C.F. Dev.  
Jharkhand, Ranchi

Annexure-16

**Format for Undertaking to confirm having capability & resources**

**Tender for forest boundary survey by DGPS/ETS.**

**Short Tender Notice No. 04/2018**

To,

Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.

Sub: Declaration Letter of Agencies for Forest boundary survey.

We certify that we have the resources and capability for Forest Boundary survey by DGPS/ETS technology. We confirmed that we are aware that the DGPS survey work contains field survey in the forest area and preparation of Geo-referenced maps etc as per requirement of the Tender notice.

*Signature of Chief Executive Officer/Managing Director*

Date;

Note:

*1. The above response sheet should be signed and certified as true by the Chief Executive Officer/Managing Director being full time Director.*

Jharkhand, Ranchi

### Appendix-17

**Format for Certificate for satisfactory completion of the Project.**

## **Tender for forest boundary survey by DGPS/ETS.**

## **Short Tender Notice No. 04/2018**

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for Forest boundary survey.

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit bids in response to your Short Tender Notice No: \_\_\_\_\_  
In accordance with the above we would like to declare that the projects as per details given below along with the details of clients have been timely completed by the agency.

Sincerely,

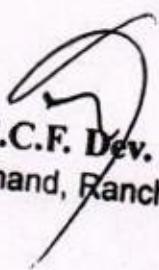
**AUTHORIZED SIGNATORY**

[AGENCY'S NAME]

Name \_\_\_\_\_

Name \_\_\_\_\_  
Signature Date \_\_\_\_\_

Agency Seal

  
**P.C.C.F. Dev.**  
**Jharkhand, Ranchi** Annexure-18

Format for DGPS Instrument Details

**Tender for forest boundary survey by DGPS/ETS.**  
**Short Tender Notice No. 04/2018**

To,

**Deputy Conservator of Forests,  
Planning Tribal Area,  
Block-C, Room No. 105, Van Bhawan,  
Doranda, Ranchi.**

Sub: Declaration Letter of Agencies for availability of DGPS to carry out Forest boundary survey.

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit bids in response to your Short Tender Notice No: \_\_\_\_\_  
In accordance with the above we would like to declare the details of instrument as given below:

SI.No	Make & Model of DGPS	Frequency of DGPS (single / Dual Frequency)	Date of Invoice	Invoice No.
1	2	3	4	5

Sincerely,

AUTHORIZED SIGNATORY  
[AGENCY'S NAME]  
Name  
Signature Date  
Agency Seal