

Government of West Bengal
Directorate of Forests
Office of the Conservator of Forests ,
Working Plans & G.I.S. Circle,W.B.
Aranya Bhawan ,2nd floor ,Block-L.A.- 10A ,Sector-III
Salt Lake City , Kolkata - 700098

Tender Notice No: 3 / G.I.S. of 2011-12.

Date :- 11.01.2012.

Last Date of receipt of offer : 20.02.2012 (up to 3.00 P.M.)

Kindly submit your rate in a sealed envelope to be addressed by name (Shri A.V.Mishra , I.F.S. , Conservator of Forests, Working Plans & G.I.S. Circle, West Bengal) super scribed on top of envelop with Tender Notice No. & due date for Up-gradation Contract for ArcGIS Software for the financial year 2012-2013 as per terms & conditions mentioned below.

Tenders will be received in the office of the Conservator of Forests ,Working Plans & G.I.S. Circle, West Bengal at Aranya Bhawan , 2nd floor ,Block LA-10 A, Sector-III ,Salt Lake City ,Kolkata-98 either by hand or by post up to 3.00 p.m. of 20.02.2012 .

This Up-gradation/Annual maintenance contract will remain valid for one year (i.e. from 01.04.2012 to 31.03.2013)

SI No	Material Description	Unit	Qty
1.	Up-gradation Contract for Arc View – Ver 10 or latest, Software for the financial year 2012-2013.	Job.	04
2.	Up-gradation Contract for Arc Info- Ver. 10 or latest, Software for the financial year 2012-2013	Job.	02

Encl. 1) Technical terms and conditions
2) List of Software License

(Note: Two part bid -Technical & Commercial)

Terms and Conditions :

1. Payment will be made on half-yearly basis subjects to production of bill in duplicate after completion of each six months and against satisfactory certificate from the user department.
2. CF WP & GIS reserve the right a) to enter into parallel rate contract simultaneously or at any time during the period of the rate contract with one or more tenderers; b) to place Ad-Hoc contract or contract simultaneously or at any time during the period of the contract with one or more tenderers, c) to terminate the contract by giving one months' time.

TENDER INVITING AUTHORITY RESERVES THE FOLLOWING RIGHTS.

- (a) The acceptance of the tender will rest with the accepting authority and does not bind the accepting authority to accept the lowest bid or any tender and reserves the absolute right to accept or reject any tender in full or in part or all tenders received; if no party is found suitable as per requirement Accepting Authority reserve the right to split up the work among the qualified bidders without assigning any reason thereof.
- (b) The tender inviting authority reserved the right for seeking extension of offer from the successful bidder.
- (c) The tender inviting authority reserves the right to modify and amend any of the stipulated conditions/criterion depending upon the project priorities vis-à-vis urgent requirements.

**Conservator of Forest
Working Plan and GIS Circle, West Bengal**

Please See Our Web Site :- "www.westbengalforest.gov.in" for further details.

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SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Technical Bid (consisting of Technical Specifications etc.) and Commercial Bid (Consisting of Price). Hence, quotation should be submitted in separate sealed covers super-scribing "Tender enquiry No. 3 / GIS of 2011-12 due on 20.02.2012 (Technical Bid) and Tender No. "Tender enquiry No. 3 / GIS of 2011-12 due on 20.02.2012 only technical bid will be opened on the date of tender opening. The Commercial Bids of those tenderers whose technical bids are found to be meeting our specifications/requirements will be opened in the presence of attending tenderers at a date and time to be notified later.
2. The technical bid should have only technical details. No price should be quoted in the technical bid.
3. Tenderers can download the tender documents from web site (www.westbengalforest.gov.in).
4. Commercial Bid should have the cost details and other statutory levies as per the performa enclosed.
5. Both the sealed tenders (Technical & Commercial) should be separately kept in one big cover and marked 'Technical Bid' and 'Commercial Bid', super scribing "Tender enquiry No. 3 / GIS of 2011-12 "due on 20.02.2012 against Tender enquiry No. 3 / GIS of 2011-12 due on 20.02.2012 and will be received in the office of the undersigned at Aranya Bhawan ,2nd floor , Salt Lake City , Kolkata - 700098 within 3.00 p.m. of 20.02.2012 .
6. Late & Delayed Tenders will not be accepted.
7. EMD of Rs. 10,000 (Thirty thousand only) in the form of Demand Draft in favour of Conservator of Forests,Working Plans & G.I.S. Circle,West Bengal, drawn on any nationalized bank after publication of tender notification date.
8. Demand Draft for EMD should be submitted along with technical bid only.
- 9.The details of tenders for commercial ,Technical and proforma for submission of bids are given in Annexure-I , Annexure-II and Annexure-III.

Annexure-I

1. Single sole agency should put competent 2 qualified and certified technicians (Preferably Engineers) with at least 2 years of experience for receiving complaints received from GIS Cell under the Conservator of Forests, Working Plans and GIS, for day to day maintenance of the systems. Detailed bio data with Copy of certification certificate must be furnished for our verification with the tender for technical engineers.
2. Delivery of Upgrades and updates of the Software released by the ESRI, free of charge during the upgrade and maintenance.
3. The Comprehensive Upgrade Contract comprises of preventive and corrective maintenance of the Software (ArcGIS) with configuration referred in enquiry for a period of one year w.e.f date of agreement. The Upgrade will include maintenance of the Arc softwares mentioned into the offer.
4. Recent satisfactory performance is one of the selection criteria for Upgrade. Enclose all the relevant documents/certificates for reference and consideration. Satisfactory service Support Certificate of the previous year from Institution where they worked will be one of the criteria lines in deciding upgrade.
5. They should provide a complete list of the manpower and their technical qualifications for this purpose and also their previous experience.
6. Satisfactory service Support Certificate of the previous year from Institution where they worked will be one of the criteria lines in deciding Upgrade..
7. They should have proven site experience in Training and Educational institutional / Official environment, with local office in Kolkata with complete manpower setup.
8. Company should be able to give full trouble free support to the ArcGIS softwares.
9. Company must have license to import component/equipment in case of component not available in India.
10. The maintenance services will normally be offered between 10.00 hrs to 17.00 hrs from Monday to Friday. However, in case of any problem arising, maintenance services shall be extended beyond office hours and also on holidays including public holidays on prior notice.
11. To meet any emergencies created by the failure of Software, such items shall be loaned by the firm to C.F./WP & G.I.S. Circle to keep the system operational.
12. **Main Features of the Tender Paper for Tender Enquiry No: 3 / G.I.S. of 2011-12. dated FOR UPGRADATION and maintenance FOR ARCGIS SOFTWARES are as follows.**

1	Common Terms and Conditions governing the Tender	Annexure-I
2	Technical Specification with related terms and conditions	Annexure-II
3	Proforma for submission of Rates (For submission of Commercial bids)	Annexure-III
4	Amount of Earnest Money Deposit (EMD) in favour of the CF, WPGIS, Kolkata-98	Rs.
5	Contract period	1 Year

Time Schedule for Tender related Activities

Tender Enquiry No: 3 / G.I.S. of 2011-12. dated

S.No	Key Activities	Date & Time	Venue
1	Application for Issue of Tender Paper on submission of required documents. (On Working Days only)	06.02.2012 (up to 2.00 p.m.)	Office of the Conservator of Forests, Working Plan and GIS Circle, West Bengal, Aranya Bhawan, 2nd floor ,Block-L.A.- 10A ,Sector-III, Salt Lake City, Kolkata-700098
2	Last Date of issuing Tender Paper	06.02.2012 (up to 2.00 p.m.)	
3	Last Date for Submission of Tender Paper	20.02.2012 (up to 3 p.m)	
4	Opening of Cover 'A' containing Tender Document and EMD.	21.02.2012 12.30 p.m.	
5	Date of Opening the Technical Bids(i.e. cover-B)	21.02.2012 (3.00 p.m.)	
6	Technical Marks announcement and opening of the commercial proposal.	24.02.2012. (3.00 p.m.)	

OPENING OF THE TENDER

1. Tenders received would be opened in three sessions one each for Tender Document & EMD (Cover-A), Techno-commercial Bid or Technical Bid (Cover-B) and Financial Bid or Price Bids (i.e. Cover-C) in presence of the Bidders or their authorised representatives, who may be present on the occasion. Only one representative on behalf of each bidder will be allowed to attend the opening of tenders. The bidder representatives who are present shall sign a register evidencing their attendance.
2. The Cover-A containing Tender Document & EMD will be opened first during opening the tenders received, Cover – “A” (Tender Documents including EMD and the others official papers shall be checked. Then the Technical proposal in Cover “B” shall be opened for all the tenderers whose tender documents received in Cover ‘A’ are found to be in conformity with the tender conditions.
3. Tenderers whose inputs in Technical Bids are found to be matching or exceeding the qualification requirements, will be informed for the date of opening the Price Bids either through FAX/e-mail.
4. The cover ‘C’ will be opened after announcing the Technical marks of the companies by this Office.

**Conservator of Forests,
Working Plans & G.I.S.,W.B.**

Technical compliance statement to be provided along with Tender.

1. The firms should have the following:
 - a) Facility of after sales services to be confirmed with details
 - b) Firm with Sales-Tax registration only need to apply. Mention CST/UA Registration number with validity date.
 - c) Permanent Account Number (PAN) allotted by Income Tax authorities with documentary proof or having applied for PAN to be furnished.
 - d) Proof of registration with Directorate of Industries or equivalent
 - e) Clearance certificate from Income Tax Department for last financial / assessment year
 - f) The majority of the key professional staff proposed must be permanent employees of the firms
 - g) Proposed staff must have sufficient experience in maintenance and repair of machines. Deployment / changing of staff must be restricted to a bare minimum
 - h) Alternative to key professional staff may be proposed with persons having equivalent qualification and separate C.V. may be submitted for each position
 - i) The enclosed forms, Form (1) and Form (2) duly filled in must be submitted along with your proposal.

PREPARATION OF TENDER AND PROCEDURE FOR SUBMISSION OF TENDER

Tenderer shall have to submit their offer in prescribed formats after being collected from the office of the Conservator of Forests, Working Plans & G.I.S. Circle, Aranya Bhawan (2nd floor) Block LA-10A, Sector-III, Salt Lake City, Kolkata-700098 and enclose original tender documents (Stamped and signed in each page) with the date and time as specified in Tender Notice.

The offer/bids are to be submitted in three parts viz –

- (1) TENDER DOCUMENT & Earnest Money Deposit (EMD)
 - (2) TECHNICAL BID and
 - (3) FINANCIAL OR PRICE BID for three stage Bidding in three sealed covers 'A', 'B' and 'C'.
- (i) COVER-'A' – should contain –Tender Document – (ANNEXURE-I) and EMD and covering letter containing the proposal. (Non-submission of EMD will lead to rejection on of vendor's tender proposal).
 - (ii) COVER-'B'-Should contain –Technical Bid as per ANNEXURE-II.
The Technical bid includes the 'TECHNO-COMMERCIAL' proposal along with write up on specification, Technical qualification papers, latest Technical Brochures of Similar work as specified in Tender, Service redential and other Terms and Conditions, duly signed and stamped in each page of the tender form and any other documents that the bidder consider would strengthen the bid proposal, should be submitted in the sealed cover super scribed as TECHNICAL BID. Price information in no way should be included in the Technical portion of the bid otherwise the bid will be rejected. Tenderer should meet the criteria related to technical competence required for job execution as mentioned in the scope and Methodology of work (Page-11, 12 & 13 of this Tender Paper).
 - (iii) Cover-'C'- Should contain – Financial or price bid as per ANNEXURE-III.

**ALL THE ABOVE MENTIONED THREE COVERS SHOULD CONTAINED IN COVER 'D' –
Super scribed Tender Notice No. and title of the Tender and should be submitted to the**

**Conservator of Forests,
Working Plans & G.I.S./W.B.**

Annexure-II

Proforma for submission of Technical Bids.

Company	
Tender Notice No:	Date

1. Name and Address of Tenderer:

2. Ownership Status of Tenderer:

(a) Whether Proprietorship :

(b) Whether Partnership :

(c) Whether company (furnish copies of Memorandum and Articles of Association).

3. (a) Tenderer must have in its name as prime contractor experience of having successfully completed similar work as mentioned in the during last three years (ending last day of month previous to the one in which bid applications are invited) as under one similar completed work costing not less then Rs. only.

(b) Average turn-over of the tenderer during last three year as mentioned in the Eligibility & Prequalification criteria.

(c) Documentary evidence in support of the above in the form of certified copy of work order, completion certificate, payment certificate etc.

(d) Any nationalised Bank's reference certificate of transactions in a years in the recent past for business of executing contract, assets, owner etc.

(e) Latest copy of balance sheet certified by Chartered Accountant.

4.

Past Experience

a. Details of Similar Work as mentioned in the tender executed during last 3 years.

S.No	Year	Name of Work with Work order	Value of Work	Volume of Work	Organisation for which the work was executed	Reference and brief description
1	2	3	4	5	6	7

*** Attach copies of (i) Work Order, (ii) Satisfactory Completion Certificate from client organization with proof of the above.**

b. Details of Similar Work presently at hand.

S.No	Year	Name of Work with Work order reference and brief description	Value of Work	Volume of Work	Organisation for which the work was executed
1	2	3	4	5	6

*** Attach Copies of work order particulars.**

5. FORMAT OF CURRICULUM VITAE (C.V) FOR PROPOSED KEY STAFF

Proposed Position

Name of the Firm

Name of the Staff

.....

Profession.....

.....

Date of Birth

.....

Years with Firm Nationality

.....

Details of Tasks Assigned

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations, Use up to half of a page).

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Technical qualification:

(Summarize specialized qualification of staff member, giving names of institute organizations, attended and degrees, diploma, certificates obtained. Use up to quarter page)

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Employment Record:

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of the employing organization, title of positions held and location of assignments. For experience in last three years, also give types of activities performed and client reference, wherever appropriate. Use up to three quarter of a page.

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Part of Annexure-II

Following outlines the broad parameters based on which evaluation of technical proposals of the bidders shall be carried out by the CF WPGIS, West Bengal.

GROUND SURVEY

Total Score of Evaluation		100	
Organisational Background		40	
	Years of Experience in the Maintenance and upgradation of the proposed softwares		20
	Total Turnover		20
Organizational Past Experience		40	
	Similar Projects executed in the past		20
	Name of the place where such projects executed (Give the Volume of the Work)		20
Personal		20	
	No. of qualified technicians and total No of Permanent employees.		8
	Level and qualification of personnel proposed for the maintenance.		7
	No of project team members who are qualified in linkage of the software with other platforms like google map, Leica etc.		5
Total Score of Evaluation		100	100

Annexure-III

Proforma for submission of Commercial/Financial Bids.

1. Name of Bidder :
2. Address :
3. Phone and FAX No. :
4. E-mail Address :
- 5.

SI No	Material Description	Unit	Qty	Rate
1	Up-gradation Contract for Arc View – Ver 10 or latest, Software for the financial year 2012-2013.	Job.	4	
2	Up-gradation Contract for Arc Info- Ver. 10 or latest, Software for the financial year 2012-2013.	Job.	2	

- N.B. :** (i) No extra cost will be given for any other work except the mentioned above.
(ii) Rates should be inclusive of Sales Tax, Service Tax etc.. Form 'D' would be supplied for Sales Tax.

**Authorised Signature
With Company Seal and Date**

NOTE: Rates quoted should be in the above format, failing the bid will be summarily rejected.