

SHORT-TERM TENDER DOCUMENT

For

Translocation of trees in ABD Area of Bhopal Smart City Development Corporation Limited



**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
Bhopal Smart City Development Corporation Limited**

Dated: 19th October 2019

Notice Inviting Tender

Chief Executive Officer (CEO), Bhopal Smart City Development Corporation Limited (BSCDCL), Bhopal invites bid proposals from interested and experienced Tree Translocation/Horticulture Service providing companies, agencies, firms or organizations for secure and successful translocation of around 200 trees situated in Area Based Development (ABD) area of Bhopal Smart City, which can be extended as per the requirements, in the 342 acres ABD land across the envisaged outlined area.

The short-term tender document is available and downloadable on MP e-procurement portal: (<https://www.mptenders.gov.in>) .

Chief Executive Officer

Bhopal Smart City Development Corporation Limited

Bhopal (Madhya Pradesh)

Fact Sheet

S. No	Particulars	Details
1.	Name of Client	Bhopal Smart City Development Corporation Limited (BSCDCL)
2.	Name of the Engagement	Translocation of trees in ABD Area of Bhopal Smart City Development Corporation Limited
3.	Availability of the document	RFP is available and downloadable on MP e-procurement portal: (https://www.mptenders.gov.in) All subsequent changes to the RFP shall be published on the above mentioned website.
4.	Start date for Purchase of RFP	<19-10-2019> at <10.00 hrs>
5.	Last date for Purchase of RFP	<25-10-2019> at <17.30 hrs>
6.	Cost of RFP Document	INR 3000.00 to be paid online through e- Procurement portal
7.	EMD	INR 30,000.00 to be paid online through e- Procurement portal
8.	Last date of submission of Proposal	Online at https://mptenders.gov.in - <25-10-2019> at <17.30 hrs>
9.	Date and Time of opening of Prequalification Proposal and Technical Proposal	<26-10-2019> at <17.30 hrs>
10.	Date of opening of Financial proposal	To be intimated to the successful bidder
11.	Email Address	The prospective Bidder requiring any clarification to the RFP shall contact BSCDCL through email by sending the queries at bscdcl@smartbhopal.city
12.	Address for Communication	Chief Executive Officer Bhopal Smart City Development Corporation Limited, Zone 14, near Tatpar petrol pump, BHEL Govindpura, Bhopal, Madhya Pradesh- 462023 Phone: 0755- 2477770

1. Scope of Work

a. The successful bidder has to fulfill the following specific undertakings:

1. Inspect the earmarked around 200 trees for health and sustainability.
2. Perform Soil testing and other feasibility checks for the project.
3. Perform preventive/corrective measures before excavation to ensure successful translocation.
4. Packing/Casing the trees to ensure their safety during transport.
5. Ensure Safe and scientific extraction of tree from the ground.
6. Arrange for the mode of transportation to carry the subject to the site they have to be parked at. However, the department can arrange for the transportation at its own cost, for which the bidder will not be eligible to charge any cost as specified in the bid.
7. Supervise safe loading of the trees for transportation.
8. Feed the trees artificially/externally during translocation process where and when required.
9. Excavation of pits of adequate size for replanting the trees at new site.
10. Installation of scaffoldings to support the trees at the new site.
11. Arranging loose soil for backfilling the pits.
12. Supply of necessary organics (manure, fertilizer) to the tree for successful regeneration of roots.
13. Carry out weeding, pest control, mixing of insecticides etc.
14. Remove scaffoldings when necessary.
15. Maintenance of transplanted trees for 6 months i.e. watering, manuring, soil heaping, spray of insecticides, to secure the trees and their growth post relocation.
16. Obtain satisfactory performance reports and mortality certificates from concerned engineer in charge or any other officer authorized by Executive engineer after transplantation of trees.

Please be noted that the number of the trees count could vary at the time of execution. BSCDCL holds complete authority of either increasing or decreasing the scope of work and number of trees at the time of execution of the project.

- b. The location of trees is placed in and around the ABD area of Bhopal Smart City Development Corporation Limited in an extent of 342 acres. As a part of sustainable development process, around 200 trees in ABD has been envisaged to be relocated to new locations so that highly potential real space could be utilized for development purposes. It is the responsibility of the bidder to ensure the necessary precautions including, barricading, signals, traffic management equipment's/personnel, safety of their workers and the commuters while executing the project. In the event of any damage, physical or financial, to any third party, the quotation will be responsible for compensating to the third party.
- c. BSCDCL would reserve the right to effect corrections/ adjustments/ modifications in the Proposed Methodology or time schedule in consultation with the concerned bidders. Such corrections/ adjustments/ modifications shall be binding upon the bidder.

2. Project Timelines

Total Project Implementation Timelines: 12 Months

- Preparing and transplanting the trees should not be more than 6 months from the date of issue of work order.
- Maintenance of the trees post translocating: 6 months

3. Payment Modes

Running payment would be made on verification of the work by concerned engineer in charge or any other officer authorized by Executive engineer for the trans-located trees as below:

- a) 10% of total contract value would be released as mobilization amount, upon signing of the agreement.
- b) 50% of contract value would be released on verification of physical translocation of each of the tree from ABD area to new site. Verification will be conducted by concerned engineer in charge or any other officer authorized by Chief Executive Officer.
- c) 15% due payment would be released after the successful transplantation and Sprouting of leaves in translocated each of the tree , which should be verified by concerned engineer in charge or any other officer authorized by Chief Executive Officer.
- d) 15 % due payment would be released during 2 quarters after the successful achieving 85% survival rate. Verification of the same must be done by concerned engineer in charge or any other officer authorized by Chief Executive Officer.
- e) Bill for payment should not be raised for less than 100 trees at a time.
- f) GST and other Taxes for the above payments will be deducted at source, as per rules.

4. Penalty Clauses

The vendor has to maintain minimum 85% of the survival percentage at the end of 6 months of translocation. If and after the mortality rate exceeds 15% the bidder will be penalized per tree. However the amount which would have already been released partially earlier will be recovered from the amount due for payment. Calculation of the recoverable amount will be done at the higher diameter class of suffered trees on per tree basis beyond the permissible limits. The higher diameter trees will be considered for penalization at 50% of the approved translocation rate per tree of that diameter.

5. Eligibility Criteria

- a. The bidder must have experience in Horticulture/ Translocation / Transplantation of trees. (*Attach Proof*).
- b. The bidder must have dedicated and qualified staff for performing each step of translocation. (*Details of the existing manpower be attached*)
- c. The bidder shall not be allowed to outsource whole process of translocation, in part or in whole, to any other agency/organization. *Written commitment of the same has to be attached with technical bid.*
- d. The bidders must be possessing experience in Govt Sector. *Evidences should be attached with technical bid.*
- e. The applicant must be registered with Goods and Service tax (GST). *Attach proof.*
- f. The bidder should not be blacklisted by any government department in India. *Attach Undertaking.*
- g. The applicant must possess a Permanent Account Number. *Attach PAN copy.*

6. Due date and Time:

- a. Sealed tender documents should reach to Chief Executive Officer, Bhopal Smart City Development Corporation Limited, Zone 14, near Tatpar petrol pump, BHEL Govindpura latest by **xxx** pm on **xxx**
- b. The bids received after the due date and time specified or unsealed or incomplete will not be entertained.

7. Bid Submission Process

Submission of bids has to follow two- envelope system. The tender will comprise of two parts – Technical and Financial.

a. Technical Quotation

- i. The Technical Bid envelope should be super scribed as “Technical Bid – Translocation of trees in ABD Area of Bhopal Smart City Development Corporation Limited”
- ii. The Technical Bid should contain the signed and sealed completed forms (Annexure I) of the Technical Bid along with relevant enclosures.
- iii. The Technical Bid should consist of the following:
 - a) General Information about the Organization – Form A (Annexure I)
 - b) Financial Information about the Organization – Form B (Annexure II)
 - c) Summary of Similar Projects Implemented – Form C (I) & C (II)(Annexure III)

- d) Details of translocation equipment's available with the organization– Form D (Annexure IV)
- e) Proposed Methodology – Separate sheet to be attached.
- f) As a proof of experience, the bidder must attach copies of (a) previous work orders, for each project completed. The aforesaid documents must be issued by a competent authority. Failure to attach any of these documents for each completed project will lead to non-consideration of the project in question as bidder's work experience.
- g) Additional Information, if any (optional) - Separate sheet to be attached
- iv. The technical proposal must not contain any pricing information.
- v. In submitting additional information, the same may be attached separately. If the bidder wishes to propose additional services (or enhanced levels of services) beyond the scope of this quotation, the proposal must include a description of such services as a separate attachment to the proposal.
- vi. The address, contact person's name, contact number, e-mail of the bidder should be clearly written on the cover.

b. Financial Bid

- i. The Financial Bid as prescribed in the Application Form (Annexure V) should be filled up and sealed along with enclosures in a separate cover super scribed as "Financial Quotation – Translocation of trees in ABD Area of Bhopal Smart City Development Corporation Limited
- ii. The address, contact person's name, contact number, e-mail of the bidder should be clearly written on the cover.
- iii. The Financial quotation format is given in Annexure V.

c. Outer Cover

Both the Technical Bid cover and Financial Bid cover should then be put in a single outer cover, sealed and be super scribed as "Tender For – Translocation of trees in ABD Area of Bhopal Smart City Development Corporation Limited"

The outer cover should be sealed and should contain the following documents:

- iv. The present Quotation Form Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- v. The cost of the Application Form has to be paid online only.
- vi. Covering letter of the quotation must be signed by the bidder or his authorized representative, who will be committed to the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.
- vii. Technical Bid as specified in the Annexure I to IV
- viii. Financial Bid as specified in Annexure V
- ix. Any other information that is required to be submitted in the proposal process. Attach separate sheet if needed.

The address of the bidder should be clearly written on the cover. The cover envelopes received without superscription are liable for rejection. The Proposals not submitted as specified in the above clauses will be summarily rejected.

d. EVALUATION METHODOLOGY

- i. Two – Envelope bid System will be followed in this quotation. Technical Bid will be followed by Financial Bid. Sealed envelope should clearly be mentioned “Technical” or “Financial”.
- ii. Financial Bids will be considered in respect of only those bidder who qualify in the Technical Bid i.e. Financial Bids, of those who are found ineligible on examination of their technical Bids, will not be opened for consideration.
- iii. Quotation received after due date and time will not be entertained/considered.
- iv. Undersigned reserves the right to reject any or all quotations without assigning any reason, to relax or waive or revise any one of the conditions stipulated in the terms and conditions of this quotation as deemed necessary in the best interest of BSCDCL for good and sufficient reasons.

e. Period of Validity of Proposals

- i. The offer submitted by the bidder shall be valid for a period of 90 days from the date of submission of the proposals. A proposal valid for a shorter period may be rejected as non-responsive.
- ii. In exceptional circumstances, the Bhopal Smart City Development Corporation Limited may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing.

f. Right to Terminate the Process

- i. The right of final acceptance of the quotation is entirely vested with the Chief Executive Officer, Bhopal Smart City Development Corporation Limited, who reserves the right to accept or reject any or all of the proposals in full or in parts without assigning any reason whatsoever.
- ii. There is no obligation on the part of Bhopal Smart City Development Corporation Limited to communicate with rejected Bidders

g. Bid Opening

- i. After the Technical Bids evaluated, technically qualified Bidders will be intimated specifically by Telephone, e-mail, or Fax.
- ii. Date and time of opening of Financial Bids will be informed to all present bidders or their representatives at the time of opening of Technical Bid.

h. Application Rejection Criteria

- i. The Bidder with the Technical Bid not containing quotation Form cost (for those Bidders who have downloaded the document) and/or EMD amount will be summarily rejected.
- ii. Quotation not submitted in the form specified as per the format given in this Quotation will be summarily rejected.
- iii. Quotation with incomplete information, false information, subjective and conditional offers as well as partial offers will be liable for rejection.
- iv. Proposals with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the Quotation requirements, the Chief Executive Officer, Bhopal

Smart City Development Corporation Limited reserves the right to reject any or all the proposals without assigning any reason whatsoever.

- v. Proposal submitted without the enclosures to prove the Bidder's specific experience in last three years in tree translocation/ tree transplantation/ Horticulture projects, Order Value of completed projects and projects in hands will be liable for rejection.
- vi. In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this Quotation Document, the applications are liable for rejection.
- vii. Incomplete bid documents will be treated as non-responsive offer and the application is liable for rejection.

8. BID EVALUATION PROCESS

a) Evaluation of Technical bids

The Technical Bid will be examined by BSCDCL. The details provided in the Technical Bid will be taken as reference for evaluation.

b) Technical Bid Evaluation Criteria:

The BSCDCL may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the technical bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state their proposal. No additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications.

Depending on the information provided in Technical Bid document, Committee will evaluate the quotation technically based on following criteria:-

1. Experience in the field of Tree Translocation specifically with respect to trees grown in wilderness. (No. of such projects completed with more than 80% survival of post translocation).
2. Priority will be given to bidders having ongoing translocation projects with forest departments/ forest corporations or other Center or State Govt. departments.
3. Manpower Resources available for handling the project.
4. Experience of leading Staff.
5. Proposed Methodology.
- 6 Translocation Equipment's owned by the bidders.

c) Financial Bid Evaluation

The tender will be awarded to the bidder with lowest financial bid value , wherein the bidder qualifies the technical evaluation criteria.

d) AWARD OF CONTRACT

Letter of Acceptance

After successful completion of the technical and financial process of the quotation, a Letter of Acceptance of Quotation will be issued to the successful Bidder by CEO, BSCDCL.

Signing of Contract

a. The successful Bidder shall execute an agreement for the fulfillment of the contract with the Bhopal Smart City Development Corporation Limited at the time of execution within one month from the date of receipt of the Letter of acceptance issued by the Bhopal Smart City Development Corporation Limited. If the same is not executed within one month, their Proposal will be held as non-responsive.

b. The expenses incidental to the execution of the agreement should be borne by the successful Bidder.

e) OTHER TERMS AND CONDITIONS

- The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- BSCDCL reserves the right to reject any or all the proposals without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions of Quotation as deemed necessary in the best interest of Bhopal Smart City Development Corporation Limited for good and sufficient reasons.
- The Bhopal Smart City Development Corporation Limited will not pay any increase in duties, taxes and surcharges on account of any revision by the Government after expiry of the stipulated period in the work Order.
- Criminal proceedings may be initiated by Bhopal Smart City Development Corporation Limited against the winning bidder if any mala fide intension is found during the execution of the project.
- In case of any dispute, the matter will be referred to an Arbitrator appointed by the Chief Executive Officer, Bhopal Smart City Development Corporation Limited under the "Arbitration and Conciliation Act, 1996" decision of which will be binding on both the parties. The arbitration shall be held in Bhopal/Madhya Pradesh only and the Courts at Bhopal only shall have jurisdiction in relation thereto.

Chief Executive Officer

Bhopal Smart City Development Corporation Limited

Bhopal, Madhya Pradesh

9. Annexure 1

Form A – General Information about the Organization

S. No.	Particulars	Details to be Furnished
1.	Name	
2.	Address	
3.	Email	
4.	Telephone No. / Mobile No.	
5.	Details of the contact person (Coordinator of the project)	
	Name	
	Contact Number	
	Mobile Number	
	Email	
6.	Core Activities of the organization	
7.	Experience of transplantation of trees only (No. of years)	
8.	Experience of translocation of trees in Govt. Sector only. (No. of projects)	
9.	No. of professional available with the organization.	
10.	Registration of income tax department (PAN No.)	
11.	Registration of Goods and service tax department (GST)	

Signature with the seal of the bidder

(Technical Bid Format- Annexure I to IV)

10. Annexure II

Form B: Financial information (Please attached copies of Audited financial statements)

	Turnover of the Organization (Rs. In Lac.)			
	FY 2016-17	FY 2017-2018	FY 2018-2019	Avg. of the last 3 years.
For the whole organization				
Only in Tree Translocation				

Note: Attach copies of the financial statements of the organization.

Signature with the seal of the bidder

11. Annexure III

Form C (I): Summary of the projects Implemented in Govt./Public sector during last 5 years.

S. no.	Name of Govt. Deptt./PDU/Organization	Project Start Date	Project End Date	Contract Value (Rs. Lac)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Please attached the proof of work order or completion certificate released by the client.

Form C (II): Summary of the similar projects Implemented in Private sector during last 5 years.

S. no.	Name of the Organization	Project Start Date	Project End Date	Contract Value (Rs. Lac)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Please attached the proof of work order or completion certificate released by the client.

Note: Separate sheet may be attached if needed.

Signature with the seal of the bidder

12. **Annexure IV** Form D: Equipment's available with the bidder for transplantation of trees.

The company has following equipment's for transplantation of trees:-

S. No. (1)	Name of Equipment's (2)	Nos. (3)	Description / Specification (4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature with the seal of the bidder

13. Annexure V (Financial Bid Format)

From:

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To,

Chief Executive Officer
Bhopal Smart City Development Corporation Limited,
Zone 14, near Tatpar petrol pump,
BHEL Govindpura,
Bhopal, Madhya Pradesh- 462023
Phone: 0755- 2477770

Subject: Financial Bid

Sir,

In continuation to our proposal we are hereby quoting our best financial proposal as below:-

S. No.	Description of Item	Rates Rs. / Tree (figure)	Rates Rs / Tree (in words)
CAPEX Cost			
1.	Transplantation of trees having girth up to 1000mm and the distance of up to 2 km.	Each Tree	

2.	Transplantation of trees having girth from 1001mm to 2000mm and the distance of up to 2 km.	Each Tree		
3.	Transplantation of trees having girth from 2001mm to 3000mm and the distance of up to 2 km.	Each Tree		
4.	Transportation of trees from its origin to proposed location beyond 2 km	Beyond 2 km and up to 5 kms.		
		Beyond 5 km and up to 10 kms.		
		Beyond 10 km and up to 15 kms.		

OPEX Cost for 6 months

5.	Maintenance of trees ,i.e. watering manuring soil heaping spray of insecticide etc. till the sprouting and establishment of trees up to 12 months	Per tree per Month		
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1. Above rates are in INR and specified in both figures and words separately.
2. Rates are inclusive of all activities required for the transplantation of trees.

3. Rates are excluding of GST.
4. There will not be any claim made for the payment other than the above.

Signature with the seal of the bidder