

# Assam State Biodiversity Board (ASBB)

## Notice Inviting Tender for Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam

Location: Guwahati, Assam, India

Dated the 09<sup>th</sup> December 2022

The Assam State Biodiversity Board (ASBB) (hereinafter called "Client" or "Purchaser") invites bids to provide the services of "**Development of a Mobile Application for Updating People's Biodiversity Registers (PBR)**". Sealed bids are invited from reputed firms/organizations subject to the Terms & Conditions in the tender document.

Tender Notification No.	No. ABB/APFBC-II/PBR APP/2022/217
Name of the Work	Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam
Earnest Money Deposit Ammount	Rs. 20,000/- (Rupees twenty Thousand only)
Period of Contract	6 months
Deadline for Submission	30 <sup>th</sup> December 2022, 15:00 Hrs
Address for submission of Bids	Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati- 781037 Tel: +91 70990 10729

1. Interested bidders should ensure that they fulfil all the terms and conditions mentioned in the tender before sending their bids.
2. Details of Service to be engaged, including the Terms of Reference and General Terms & Conditions are as prescribed in Annexure – I, II. Interested bidders may prepare tender in two parts. "Technical Bid" containing Annexure III, IV, EMD, Form 1 and supporting documents must be placed in a sealed cover named "Technical Bid". The financial bid in Annexure V should be in another sealed cover marked "Financial bid". Both the bids containing Technical and Financial Bids should be placed in an envelope and addressed to the Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati – 781037 superscripted as "TENDER FOR DEVELOPMENT OF A MOBILE APPLICATION FOR UPDATING PEOPLE'S BIODIVERSITY REGISTERS (PBR)". THE EMD SHOULD NOT BE PUT IN THE COVER CONTAINING "FINANCIAL BID"
3. "Technical Bid" is only qualifying in nature
4. If any clarification is required regarding tender conditions, technical/financial bids bidders may seek clarification through email ([assambioboard@gmail.com](mailto:assambioboard@gmail.com)) on or **before 20<sup>th</sup> December 2022**. The reply will be uploaded on the website <https://asbb.gov.in>.
5. The last date/time for the receipt of sealed tenders shall be **30<sup>th</sup> December 2022, 15:00 Hrs**. The Technical Bids will be opened on the same date at 16.00 hours, in the presence of the bidders or their authorized representatives. The date of opening of financial bids will be notified

later. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue.

6. ASBB reserves the right to relax, modify and expand the conditions, restrict, scrap, re-float or cancel in whole/part, the tender process at any stage without assigning any reasons. Decision of ASBB in this regard shall be final and binding. Delivery of the responses (along with documents) to this notice inviting tender at the prescribed address will be the sole responsibility of the bidder.
7. Conditional bids being not permissible shall be summarily rejected.

**-Sd-**

(Sandeep Kumar, IFS)  
Additional Principal Chief Conservator of Forest  
(Biodiversity),  
Member Secretary, Assam State Biodiversity  
Board

2<sup>nd</sup>Floor, AranyaBhavan, Panjabari, Guwahati-  
781037, Tel: +91 70990 10729.

email: [assambioboard@gmail.com](mailto:assambioboard@gmail.com)

### TERMS OF REFERENCE

#### **Background**

The Convention on Biological Diversity (CBD) is an International Convention for conservation of biological diversity adopted in 1992. This Convention recognizes the sovereign rights of the states over their biological resources. India being a Party to the Convention, enacted the Biological Diversity Act, in 2002. The three main objectives of the Act are conservation of biological diversity, sustainable use of its components and fair and equitable sharing of the benefits arising out of commercial use of biological resources and associated traditional knowledge. Subsequently, the Biological Diversity Rules were framed by the Central Government to implement the Act in the Country in 2004.

The Government of Assam had introduced the Assam Biodiversity Rules, 2010 for implementation of the Act in Assam. Under Section-41 of the Biological Diversity Act-2002 and Rule-25(9) of the Assam Biodiversity Rules 2010, each BMC needs to prepare a People's Biodiversity Register (PBR). A PBR is a comprehensive database of information on the availability and knowledge of the local biological resources, their medicinal values or any other associated traditional knowledge. The PBR can also be a useful resource in protecting Intellectual Property Rights (IPR) by establishing evidence of the traditional knowledge. Documentation of tradable bioresources in the PBR also helps in the identification of a beneficiary with whom benefits can be shared when an Access and Benefit Sharing (ABS) agreement becomes operational.

To strengthen the management and conservation of forests and biodiversity in Assam, the French Development Agency – Agence Française de Développement (AFD) and the State Government of Assam co-funded “Assam Project on Forest and Biodiversity Conservation (APFBC)”. Biodiversity Conservation is one of the key focus areas of the APFBC Project. To achieve objectives under the Collaborative Biodiversity Management component of the Project, Phase II focuses on strengthening Biodiversity Management Committees (BMCs) at the local level for implementation of the Biological Diversity Act (BDA) and Access and Benefit Sharing (ABS) mechanism, updating People's Biodiversity Registers (PBRs), and preparation and implementation of Biodiversity Management Plans (BMPs).

#### **Objective**

Updating People's Biodiversity Registers (PBR) is one of the sub-components under the Strengthening Biodiversity Management Committees. To facilitate accurate, uniform, and timely entry of information for the development of PBRs, there is a need for an app-based system.

The objective is to develop a mobile application that could be easily used by members of the BMCs to record data on local biodiversity, traditional knowledge and practices based on the local biodiversity and link the data entered through the application with the digital PBR at the state level.

#### **Scope**

The Service provider would develop a mobile application to facilitate the preparation and updation of PBRs by members of BMCs or any other individual/organization authorized by the BMC including the local communities. Details of specific requirements would be finalized after consultations with Assam State Biodiversity Board (ASBB).

#### **Following is an indicative scope of work for the assignment:**

1. The Service Provider would organize necessary consultations with ASBB at the beginning of the assignment and in periodic intervals to understand the requirements of the project.
2. The Service Provider would conduct a feasibility study of the existing systems and processes for the preparation and update of PBRs. The Service Provider would also study the existing PBR formats prepared by ASBB and accordingly structure the entry and the recording of data.
3. Features of the app-based system would include the following:

- a. Functionality to capture information on biodiversity, landscapes, ecosystems, soil type, market/fairs for the trade of bioresources and traditional knowledge
  - b. Capture associated GPS data, maps, seasonality, vulnerability status and other related information to be finalized in consultation with ASBB
  - c. Enable data validation to avoid invalid, incorrect, and duplicate data entry
  - d. Upload supporting photographs or evidence along with the information entered
  - e. Collate data and generate reports as per the PBR format issued by the ASBB
  - f. Integrate the mobile app with the existing PBR database hosted at the State server, and with other applications through APIs
  - g. Verify, approve, and modify data entered by end-users, with necessary checks and balances at multiple levels as and when necessary by ASBB or any other authorized officials / bodies assigned by the Board. The app should have various workflows such as data entry, checker, reviewer, and approver
  - h. Account for weak internet connectivity and have offline modes for capturing information
  - i. Ensure adequate security is built into the app and database to safeguard the confidential information recorded in the PBR
  - j. Ensure easy free download and installation of the app by users
  - k. Data entered through the app should be available on a web-based repository and linked to the digital PBR database with secure access
  - l. Generate customized reports
  - m. Simple, fast, and intuitive user interface in both English and Assamese
4. The Service Provider must consider platform, security, usability and maintenance, costs and scalability while proposing a solution. The service provider must provide details of tools and technologies (including open source) to be used along with justification.
  5. The Service Provider would support the pilot testing of the app and introduce periodic updates.
  6. Creation of documents such as Functional Requirements Specifications (FRS), Technical Requirements Specifications (TRS), Software Requirements Specification (SRS).

#### Duration and indicative timeline of the assignment

Duration: 06 months

Sl. No.	Tasks	M1	M2	M3	M4	M5	M6
1.	Stakeholder consultation						
2.	Prototyping solutions						
3.	Submission of a prototype version of the mobile app and integration with the existing PBR database						
4.	Pilot testing of the app for updating PBRs						
5.	FRS, TRS and SRS of the app						
6.	Final delivery of the product, User Acceptance Testing (UAT) and Go-Live						

#### Deliverables and schedule of payment

Sl. No.	Deliverables/Milestone	Submission Timeline	% of payment
1.	<ul style="list-style-type: none"> <li>• Inception report</li> <li>• On mobilization of the full team, project implementation plan</li> </ul>	End of month 1	15%

2.	<ul style="list-style-type: none"> <li>Draft FRS, TRS, SRS</li> </ul>	End of month 2	20%
3.	<ul style="list-style-type: none"> <li>A prototype version of the application and integration with the existing database</li> </ul>	End of month 3	25%
4.	<ul style="list-style-type: none"> <li>User manuals of the application</li> </ul>	End of month 5	15%
5.	<ul style="list-style-type: none"> <li>Final delivery of product and UAT (User Acceptance Testing) and Go-Live as per implementation plan</li> <li>Finalized FRS, TRS, SRS</li> <li>Monthly reports</li> </ul>	End of month 6	25%

### Team composition

SL No.	Position	Qualification	Area of Specific expertise desired / prerequisite	Person months required
1.	Team Leader	MBA & B.Tech/ B.E./MCA	<ul style="list-style-type: none"> <li>Total Exp: At least 10 yrs.</li> <li>Languages known – English and Assamese</li> <li>Adequately skilled on the application platforms proposed for the project</li> <li>Experience in documentation of Functional Requirements and creating of detailed business analysis</li> <li>Prior project management experience of at least 5 years of handling such large projects</li> </ul>	6 months (1 resource for 6 months)
2.	Mobile Developers X2	MCA/B.Tech/ B.E.	<ul style="list-style-type: none"> <li>Minimum of 5 years of work experience for IT projects.</li> <li>At least 3 years of experience of working on OpenSource/COTS solution/ Mobile app development</li> </ul>	4 months (2 resources for 4 months each)
3.	Test Engineer	B.Tech/B.E./ MCA/ BCA/B.Sc. (IT/Computer)	<ul style="list-style-type: none"> <li>Total 5 years of work experience and 3 years as Software Tester.</li> <li>ISTQB / CAST / CSTE or equivalent certified(optional)</li> </ul>	1 month (1 resource for 1 month)
4.	Non-key experts to be proposed by the bidder as per their approach and work plan			-
<i>*Signed CVs of all Team members must be enclosed</i>				

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## ANNEXURE II

### GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE

#### 1. Qualifying criteria for Technical Bid

SI. No.	Minimum Eligibility Criteria	Documentary evidence to be submitted along with the proposal
1.	<p>Registration with TAN/ GST / IT (PAN):</p> <p>The bidders should have registered with Income Tax for PAN, concerned authorities for GST, etc., as applicable to them</p>	<p>Self-Certified Copy of:</p> <p>a) GST Registration Certificate</p> <p>b) PAN Card Copy</p> <p>c) IT return Acknowledgement for last 3 years (i.e., FY 2019-20, 2020-21 &amp; 2021-22)</p>
2.	<p>Average Annual Turnover of 25 Lakhs in last three Financial years (i.e., 2019-20, 2020-21 &amp; 2021-22).</p>	<p>Self-Certified Copy of:</p> <p>a) Copy of the Audited Statement of Accounts (Balance Sheet and Profit &amp; Loss Account) for the last three FY (i.e., FY 2019-20, 2020-21 &amp; 2021-22).</p> <p>b) Certificate by a Chartered Accountant to this effect must be submitted as per Form 2.</p>
3.	<p>The service provider should have a minimum relevant experience of five years including experience in:</p> <p>a) Development of Android-based mobile applications and integration with external applications</p> <p>b) Development and integration of IT solutions for the Government at a national/state level in India</p> <p>c) Providing technical support for cross-platform application development at the client site</p> <p>Experience of supporting the development of website and mobile application for documentation of biodiversity and natural resources will be preferred.</p>	<p>Self-Certified Copy of:</p> <p>a) Work order from the client mentioning details of the service and cost of service</p> <p>b) Work completion certificate (if available)</p>

#### 2. Criteria, sub-criteria, and point system for the evaluation of the technical Proposals:

Criteria	Marks
1. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TOR)	25
2. Key Experts' qualifications and competence for the Services:	35

<ul style="list-style-type: none"> <li>• Position K-1: <i>Team Leader (18 marks )</i></li> <li>• Position K-2: <i>Mobile Developers (2 nos.) (16 marks, 08 marks for each expert)</i></li> <li>• Position K-3: <i>Test Engineer (06 marks)</i></li> </ul>											
3. Specific experience of the Service Provider (as a firm) relevant to the Assignment	<b>40</b>										
<ul style="list-style-type: none"> <li>a) The number of completed/ ongoing projects related to the development of Android-based mobile applications and integration with external applications in the last 5 years [<b>10 marks maximum</b>] (Per project 2 marks)</li> <li>b) Experience in development and integration of IT solutions for the Government at a national/state level in India in the last 5 years [<b>8 marks maximum</b>] (per project 2mark)</li> <li>c) The number of completed/ ongoing projects related to the development of Android-based mobile applications in the state of Assam in the last 5 years [<b>8 marks maximum</b>] (Per project 2 marks)</li> <li>d) The number of completed/ ongoing projects related to the development of website and mobile application on documentation of biodiversity and natural resources in the last 5 years [<b>8marks maximum</b>] (Per project 2 marks)</li> <li>e) Experience in providing technical support for cross-platform application development at the client site in last 5 years [<b>6 marks maximum</b>] (Per project 2 marks)</li> </ul>											
<b>TOTAL</b>	<b>100</b>										
<p><b><u>Evaluation of criterion N°1:</u></b></p> <p>The number of points to be assigned for this criterion shall be determined considering the following four sub-criteria and relevant percentage weights:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(i) The methodology is clear and complete: all services, an organization described, resources mobilized, list of activities, risks and assumptions</td> <td style="text-align: right; width: 20%;">15%</td> </tr> <tr> <td>(ii) The methodology is relevant: it brings an added value to the TOR and contains innovations</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>(iii) The work plan is detailed, realistic and in line with the TORs and proposed methodology</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>(iv) The number of experts and the expected number of working days for each expert is adequate to satisfactorily perform each activity.</td> <td style="text-align: right;">25%</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>100%</b></td> </tr> </table>		(i) The methodology is clear and complete: all services, an organization described, resources mobilized, list of activities, risks and assumptions	15%	(ii) The methodology is relevant: it brings an added value to the TOR and contains innovations	30%	(iii) The work plan is detailed, realistic and in line with the TORs and proposed methodology	30%	(iv) The number of experts and the expected number of working days for each expert is adequate to satisfactorily perform each activity.	25%	<b>Total</b>	<b>100%</b>
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(iv) The number of experts and the expected number of working days for each expert is adequate to satisfactorily perform each activity.	25%										
<b>Total</b>	<b>100%</b>										
<p><b><u>Evaluation of criterion N°2:</u></b></p> <p>The number of points to be assigned to each Key Expert mentioned above shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(i) General qualifications (general education, training, and experience)</td> <td style="text-align: right; width: 20%;">30%</td> </tr> <tr> <td>(ii) Adequacy for the Services (relevant education, training, experience in the sector/similar services)</td> <td style="text-align: right;">60%</td> </tr> <tr> <td>(iii) Relevant experience in the north-east region</td> <td style="text-align: right;">10%</td> </tr> <tr> <td style="text-align: right;"><b>Total Weight</b></td> <td style="text-align: right;"><b>100%</b></td> </tr> </table>		(i) General qualifications (general education, training, and experience)	30%	(ii) Adequacy for the Services (relevant education, training, experience in the sector/similar services)	60%	(iii) Relevant experience in the north-east region	10%	<b>Total Weight</b>	<b>100%</b>		
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(ii) Adequacy for the Services (relevant education, training, experience in the sector/similar services)	60%										
(iii) Relevant experience in the north-east region	10%										
<b>Total Weight</b>	<b>100%</b>										
<p><b>The minimum technical score (St) required to pass is: <b>75 on a scale of 1 to 100</b></b></p> <p><b><u>Note:</u> Service Provider may be asked to make a presentation via video conference to explain their methodology, key experts profile and their approach for this project if required.</b></p>											

### 3. Financial Bid

- 3.1 The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other proposals is calculated as follows:  
 $Sf = 100 \times Fm / F$ , in which 'Sf' is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.
- 3.2 The rates should remain firm till execution of the contract except for statutory levies. The service charges should be quoted in figures and words in Financial Bid (Annexure – V). Any overwriting / correction should be attested by the Bidders. In case of variation in figures and words of the bid amount, the amount quoted in figures shall be taken as valid.
- 3.3 Financial Bids of technically qualified bids will be opened. The bidders who are declared technically qualified will be notified about the date and time of opening of financial bid at least one week in advance. Such bidders or authorised representatives may choose to attend the bid opening at the scheduled time. The rates in the financial bid will be read aloud.

### 4. Final Evaluation

- 4.1 The selection of the Service Provider/agency will be done through Quality and Cost Based Selection (QCBS) method.
- 4.2 Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T the weight given to the technical proposal; F= the weight given to the financial Proposal:  $T + F = 1$ ) as following:  $S = St \times T\% + Sf \times F\%$ . The weights are given to the technical (T) and financial (F) Proposals are:  $T = 70$  and  $F = 30$ .
- 4.3 The service provider/agency achieving the highest combined technical and financial score will be invited for negotiations.

### 5. Conditions of Contract

- 5.1 **Application** – The Conditions of Contract for procurement of service shall apply in the contract made by the client
- 5.2 **Standards** – The services to be offered under this contract shall conform to the standards prescribed in the Terms of Reference.
- 5.3 **Delivery** – Delivery of the services and documents shall be made by the agency / service provider in accordance with the terms specified by the client in its Terms of Reference.
- 5.4 **Warranty** – The agency / service provider shall warrant that the services to be provided shall exclusively be free from all disputes shall be of the highest order and consistent with the established and generally accepted standards for such services and shall perform in full conformity with the specifications of the job described hereinbefore. The agency / service providers shall be responsible for any dispute whatsoever that may develop under the conditions provided by the agency / service provider and, arising from faulty decision, plan, and shall solve such disputes at their own cost when called upon to do so by the client who shall state in writing in what respect the services are faulty.
- 5.5 **Payment Terms** – Payment of the cost of service as mentioned in the "Deliverables and schedule of payment" in the Terms of Reference will be effected on completion of the deliverable and their acceptable by the client, and after completion of any other obligation arising out of the tender subject to relevant certificate from the client on the bills.



5.6 **Sub-contracts** – Sub-contracting of the service either in full or part is not allowed.

5.7 **Duration** – 6 (six) months from the date of issue of work order

5.8 **Force Majeure** – If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

5.9 **Termination for Default** – The client may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency/ service provider, terminate this contract in whole or in part:

- If the agency / service provider fails to deliver any or all of the services within the time period(s) specified in the Contract or extension thereof granted by the purchaser, if any. OR
- If the agency / service provider fails to perform any other obligation(s) under Contract. OR
- If the agency / service provider, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as purchaser may authorize in writing) after receipt of the default notice from the purchaser

5.10 **Termination for Insolvency** – The purchaser may at any time terminate the contract by giving written notice to the agency / service provider, without compensation to service provider, if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

### **5.11 Arbitration**

5.11.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Member Secretary, ASBB. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a ASBB Employee or that he/she was to deal with the matter to which the agreement relates or that in the course of his duties as a ASBB Employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever such Member Secretary, ASBB or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

5.11.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act 1996 and the

Rules made there- under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause

5.11.3 The venue of the arbitrator proceeding shall be the office of the Member Secretary, ASBB or such proceeding places as the arbitrator may decide.

5.12 **Set Off** – Any sum of money due and payable to the agency / service provider(including performance security deposit refundable to him) under this contract may be appropriated by the purchaser/ASBB or any other person or persons contracting through ASBB and set off the same against any claim of the purchaser or ASBB or such other person or persons for payment of a sum of money arising out of this contract made by the agency / service providerwith Purchaser or ASBB or such other person or persons contracting through ASBB.

5.13 **Indemnity** – The Service provider should agree to keep ASBB indemnified and hold harmless against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the Contract or arising from any breach or non-compliance whatsoever by the Service provider or any of the persons deployed by it pursuant thereof or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises.

#### **5.14 Performance Guarantee**

5.14.1 The successful bidder must submit performance security deposit irrespective of status of company/firm/Service provider equal to 10% of the value of the contract in the form of bank guarantee/fixed deposit receipt (FDR)/Banker's Cheque/Demand Draft made in from a Scheduled Bank favouring of Assam State Biodiversity Board, payable at Guwahati, covering the entire period of the contract.

5.14.2 The Performance Security Deposit must remain valid for a period of 60 days beyond the stipulated date of completion of the contract.

5.14.3 The performance security deposit will be forfeited in case of noncompliance of the terms of the agreement by the service provider.

#### **5.15 Bid submission & rejection**

5.15.1 Tender must be submitted in two parts. "Technical Bid" containing Annexure III, IV& EMD with supporting documents must be placed in a sealed cover named "Technical Bid". The financial bid should only be mentioned in Annexure V and placed in a sealed cover marked "Financial bid".Both the covers containing Technical and Financial Bids should be placed in another envelope addressed to the Member Secretary, Assam State Biodiversity Board, 2nd Floor, Aranya Bhavan, Panjabari, Guwahati-781037 superscribed as "Tender for Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam".

5.15.2 Tenders are liable to be rejected if (i) received after the stipulated date; (ii) complete requisite information is not provided; (iii) not accompanied by prescribed documents including EMD; (iv) the prescribed proformae have not been used; (v) any miscalculation is made in the financial bid (Annexure V); (vi) not following instructions given in 5.15.1

## ANNEXURE III

### Technical Bid for Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:

From:

To:

Member Secretary,  
Assam State Biodiversity Board  
2nd Floor, Aranya Bhavan,  
Panjabari, Guwahati- 781037

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions for *Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam* and agree to provide the services as detailed in the NIT or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure V to this TENDER. I / we shall be bound by a communication despatched by ASBB.

2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.....

4. Every page so attached with this TENDER bears my signature and the official seal.

5. The Offer shall remain valid for acceptance for a minimum period of 60 days from the date of Technical bid opening.

Signature & Seal of Bidder with date

Address

Name & Signature of witness

Address

## ANNEXURE IV

### **Technical Bid**

(to be submitted on the letter head of agency / service provider under signatures of the authorised signatory)

Name of the Bidder	
Name of the Contact Person (s)	
Address of the Registered Office	
Email ID	
Telephone Numbers	
Constitution (whether Firm/Company Govt./Public/Society/Partnership/ Proprietorship) and year of constitution. (attach documents for proof)	
Whether the service provider or its Sole Proprietor/ Partner/Director has been convicted in any criminal case?	Yes / No
Whether any litigation is pending against Government Institution(s)	Yes / No
Earnest Money Deposit	DD No. ... Dated ... Amount ... (in INR)
Registration with TAN/ GST / IT (PAN) Attach - Self Certified Copy of: (a) GST Registration Certificate (b) PAN Card Copy (c) IT return Acknowledgement for last 3 years (i.e., FY 2019-20, 2020-21 & 2021-22)	Documents attached: Yes / No
Average Annual Turnover – (Minimum of Rs. 25 Lakhs) Attach: (a) Copy of the Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) for the last three FY (i.e., 2019-20, 2020-21 & 2021-22). (b) Certificate by Chartered Accountant to this effect must be submitted	Average annual turnover... (in INR) Documents attached: Yes / No
Having experience in carrying out similar type of work as defined in clause 3 of General Terms and conditions. Submit details as Form-1 and attach proof	No. of Years of Relevant Experience: ... Documents attached: Yes/No

Signature and seal/stamp of the Authorised Signatory

Place & Date

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the bid

## ANNEXURE V

### **Financial Bid**

(to be submitted on the letter head of agency / service provider under signatures of the authorised signatory)

To:

Member Secretary,  
Assam State Biodiversity Board  
2nd Floor, Aranya Bhavan,  
Panjabari, Guwahati- 781037

I / we wish to submit our TENDER for Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam as prescribed at the following rates:

<b>Description of Work</b>	<b>Amount (in INR)</b>
Development of a Mobile Application for Updating People's Biodiversity Register (PBR) in Assam	
GST @...%	
Grand Total in INR (in figures)	
Grand Total in INR (in words)	

\* No extra or additional cost will be taken into consideration.

We have carefully read the terms and conditions of the contract and agree to abide by these in letter and spirit.

Signature and seal/stamp of the Authorised Signatory

Place & Date

**Relevant Experience**

The Bidder's relevant past experience should be provided as per the requirements specified for meeting eligibility criteria as specified in Annexure - I. Bidder should submit the details of experience of successfully carrying out similar type of services in the table provided below and necessary supporting documents such as work order/contract / client citation/ confirmation for work done should be enclosed.

Name of Assignment (mention work Order No.with date)	Name of the Client / Organization	Nature of services rendered along with duration of assignment	Work Order Value (In INR)

Signature and seal/stamp of the Authorised Signatory

Place & Date

Note: The bidders are requested to submit the Past Experience under Sl. No. 1 (3) of Annexure - II. The bidders need to submit the respective work order copies along with the work completion certificate from the respective work assignees/organization for verification

**Company's Financial Information**

(to be submitted on the letter head of agency / service provider under signatures of the authorised signatory)

1. Name of the Firm:
2. Average annual turnover for last three financial years i.e. FY 2019-20, 2020-21 & 2021-22 from the business based on Audited Accounts (duly certified by a Chartered Accountant)

Financial Year	Audited Annual Turnover (in INR)
Average Annual Turnover	

Signature of the Chartered Accountant (Statutory Auditor): Seal

Full Name:

Name of the CA Firm:

Membership No:

Address:

Phone No:

E-mail Id:

Note: Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for turnover. The above certificate should be obtained from the Statutory Auditor of the Company/Firm

**Self-certification**

(to be submitted on the letter head of agency / service provider under signatures of the authorised signatory)

To

Member Secretary,  
Assam State Biodiversity Board  
2nd Floor, Aranya Bhavan,  
Panjabari, Guwahati- 781037

Dear Sir,

I / We the company/Firm, M/s \_\_\_\_\_, hereby declare that “neither the Company/Firm nor any of its director/s or partner/sole proprietor have been convicted by any court of law nor any criminal case is pending against them before court of law. Our Company/ Firm had not been blacklisted / barred / disqualified by any Government organisation / regulatory / statutory body from future participation in any such tender in any manner whatsoever on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Signature of Company Secretary / Managing Director of firm

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation: