

DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off: Old Architect Building, Sector 19-B, Madhya Marg, Chandigarh - 160019
Tel:0172- 2700284, 2700217 Fax:2700284

Format for submission of Proposal for preparation of scientific database of the Botanic Garden at Sarangpur village for Education, Research and to further improve/ enrich the left-over plantations/ activities in the Botanical Garden

1.	Title of the Project	
2.	Name of Institution/ Firm/Individual	
3.	Name and complete address of Co-Investigator (s), if any	
4.	Address for correspondence:	
5.	Contact details: (Name, Telephone no., Fax No., e-mail id)	
6.	Area of expertise:	
7.	Publications/ Awards/ Citations received, if any	
8.	<p>Experience & Profile:</p> <p>(Summary of similar projects executed successfully in the past five years; focusing on brief descriptions of assignments and experience in similar projects).</p>	
	a) Project title	
	b) Project location	
	c) Project Authority	
	d) Project duration	
	e) Project budget	
	f) Project brief	

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9.	Detailed objectives/ aims and brief methodology by which the scientific documentation for preparation of database of the Botanic Garden will be carried out by firm/ institution/ individual (Attach separate sheet)	
10.	Cost offered by the firm/ institution/ individual for preparation of scientific database of the Botanic Garden at Sarangpur village for Education, Research and to further improve/ enrich the left-over plantations/activities in the Botanical Garden	
	i) Recurring :	
	ii) Non-recurring:	
11.	Any other relevant information	

Authorized Signatory

Name: _____

Designation: _____

Address: _____

TERMS & CONDITIONS

1. **Scope of Work** for preparation of scientific database of the Botanical Garden for Education, Research and to further improve/enrich the left-over plantations/activities in the Botanical Garden:

1.	Documentation of the flora of the Chandigarh Botanic Garden. Baseline information is to be generated, for which Format is attached as Annexure-I
2.	Publication of the Brochure on the Botanic Garden in general and of various sections in particular, for which Format is attached as Annexure-II
3.	Publication of Booklet on the Medicinal Plants of Chandigarh Botanic Garden (Bilingual), for which Format is attached as Annexure-III

2. **Time Limit:**

Entire documentation work should be completed in four months from the date of the issue of the work order.

3. **Information in the prescribed format:** The firm/institution/individual shall submit the information in the prescribed format which can be downloaded from the Chandigarh Administration website http://chandigarh.gov.in/dept_forest.htm. and the same (alongwith all photographs will be submitted at Forests Department, Chandigarh Administration, Old Architect Building, Sector 19B, Chandigarh, on any working day on or before **25th February, 2011 upto 3.00 PM.**

4. **Payment schedule:**

- 30% advance for mobilization.
- 30% payment on submission of drafts in the prescribed format, for preparation of scientific database of the Botanical Garden for Education, Research and further improve/enrich the left-over plantations/activities in the Botanical Garden
- 40% payment on approval of drafts by the competent authority.

5. **Presentation:** The firm/institution/individual shall have to give a Presentation before a committee constituted by the competent authority for the purpose. Date and time of the Presentation will be informed later.

6. **In case of any dispute**

For disputes, if any, party concern shall approach Conservator of Forests, Chandigarh first. All the unsettled disputes at Conservator of Forests, level shall be settled in the Hon'ble Court having jurisdiction over UT of Chandigarh.

Sd/-

Deputy Conservator of Forests
Botanic Garden & Nature Reserve
Chandigarh Administration