

# TENDER DOCUMENT

SUPPLY OF CC TV CAMERAS



**INDIAN INSTITUTE OF FOREST MANAGEMENT**

P.O. Box No. 357, Nehru Nagar, Bhopal, 462003 (MP)

Tel- EPABX – 0755- 2775716, Fax- 0755-2772878

Website: [www.iifm.ac.in](http://www.iifm.ac.in)



## INDIAN INSTITUTE OF FOREST MANAGEMENT

INDIAN INSTITUTE OF FOREST MANAGEMENT,  
POST BOX 357, NEHRU NAGAR BHOPAL 462 003  
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

### E-TENDER NOTICE

**NIT No:**IIFM/TENDERS/2018-19/CC TV Cameras

Online Tender, (Two Bid System- Technical and Financial) are invited from Original Equipment Manufacturers (OEM) or their authorized dealers for supply and installation of CC TV Cameras as per the Schedule of Requirements in the Tender Document. Last date for receipt of bids is 19-07-2018.

Detailed tender documents are available in our website [www.iifm.ac.in/tenders](http://www.iifm.ac.in/tenders) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

(Chief Administrative Officer)

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**E-TENDER NOTICE**

**NIT No: IIFM/TENDERS/2018-19/CC TV Cameras**

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://moefcc.euniwizard.com>

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizard.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2000/- (excluding GST) year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on e- Procurement portal. (<https://moefcc.euniwizard.com>)

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060, 2. Dheeraj-9113711647, 3. Mr. Amit Kumar Jha-9999728398

Earnest Money Deposit (EMD) of Rs.20,000/- should be submitted with the Physical Envelope A in the form of Demand Draft drawn from any Nationalised Indian Bank in favour of Director, IIFM. NSIC registered firm are exempted from payment of EMD for which valid certificate to be enclosed.

The tenderers are required to submit Envelope 'A' physically before 19.07.2018 1500 hrs to the Chief Administrative Officer, Indian Institute of Forest Management, Post Box No.457, Nehru Nagar, Bhopal - 462003.

Please upload scan copies of following documents under Technical Qualification (Envelope A) and submit physical copies of the documents to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal in due date :

1. DD for Earnest Money Deposit/NSIC Certificate.
2. Registration Certificate
3. Experience in Similar work in past three years
4. Income Tax Return of last three years.
5. Any other document

Tenders which qualify the technical bid will only be considered for opening of Financial Bid, rest of the Financial bid will be rejected. IIFM reserves the right to reject any or all the tenders received without assigning any reason(s) thereto.

The Schedule of this tender is as follows:

Name of Work	SUPPLY OF CC TV CAMERAS
Bid Security ( Earnest Money Deposit)	Rs. 20,000/- in the form of Account payee DD in favour of "Director, Indian Institute of Forest Management" payable at Bhopal.
Availability of tender document on website : <a href="https://moefcc.euniwizard.com/">https://moefcc.euniwizard.com/</a>	29-06-2018 10:30 AM
Last date of submission of tender	19-07-2018 up to 14:30 P.M.
Date and time for opening online technical bids	19-07-2018 AT 15:00 P.M.
Date and time for opening online financial bids for technically Qualified bidders.	-----
Place of Opening of Bid	Indian Institute of Forest Management, Bhopal
Officer Inviting Bid	<b>Chief Administrative Officer</b> Indian Institute of Forest Management Nehru Nagar, Bhopal 462003
Tender Processing Fee	Rs. 744/- (Seven Hundred only) + GST

**SCHEDULE OF REQUIREMENTS AND  
SPECIFICATIONS FOR CC TV CAMERAS**  
Tender No. IIFM/TENDERS/2017-18/CC TV Cameras

S.N.	Equipment's /Service	Specifications	Total Quantity
1	Bullet Cameras	Type of Lens Mount - Varifocal Lens Focal Length - 2.8-12mm Lens Aperture Range - 40-50meter Digital Zoom Value - N/S Exposure Metering Modes - Auto Night vision, HD quality	14
2	Dome cameras	Image device - 1/3 inch CCD or better - Yes Frame Rate : 25 fps (min. in all resolution) - Yes Compression (H.264/MJPEG/MPEG-4 (part-2) support - Yes Audio : Full Duplex, Audio Input / Output 1 Ch - Yes Pre / Post Alarm buffer – Yes Night vision, HD quality	6
3	CAT 6 Cables	Category 6A cable structured by 23 AWG Solid Annealed Bare Copper Conductor, Foam polyethylene Insulated twisted pair, Individually screened pairs by aluminum foil Mylar tape, 4 pairs laid up to form cable core then overall tinned copper braid and then jacketed with LSZH compound.	05
4	Display panel	Screen Size (Diagonal) - 55 Inch Screen Type - Non Touch Panel Technology - In Plane Switching (IPS) Native Resolution - 1920 x 1080 (Full HD) Pixels Static Contrast Ratio (Minimum) - 1100	01
5	Video Management server/Hard disc (5x4 TB)	Type of Drive - SAS Minimum number of Front end ports - 4 Minimum number of back end ports - 2 Drive slot Scalability - 75 No	05
6	4 channel NetworkVide	4 Channel Network Video Recorder support 1 Sata , 7P04NI-E1 , Connectable	03

	o Recorder	to the third-party network cameras like like ACTI, Arecont,AXIS, Bosch, Brickcom, Canon, ONVIF, PANASONIC, Pelco, PSIA,SAMSUNG, SANYO, SONY, Vivotek and ZAVIO. Up to 16 network cameras can be connected. Support live view, storage, and playback of the connected camera withup to the resolution of 6 megapixels. Simultaneous HDMI and VGA outputs at up to 19201080 resolution. New GUI and support starting record with one key Holiday recording Realize instant playback for assigned channel during multi-channeldisplay mode. Up to 16-ch synchronous playback at 4CIF resolution. Customization of tags, searching, and playing back by tags. Locking and unlocking record files. Support HDD quota mode different capacity can be assigned todifferent channel. 1 SATA hard disk can be connected. 1 self-adaptive 10M/100M/1000M network interface is provided Support Hikvision DDNS Dynamic Domain Name System.	
7	16 channel Network Video Recorder	16 Channel Network Video Recorder support 1Sata ,Hikvision DS-7P16NI-E1 , Connectable To The Third-Party Network Cameras Like Like ACTI, Arecont,AXIS, Bosch, Brickcom, Canon, ONVIF, PANASONIC, Pelco, PSIA,SAMSUNG, SANYO, SONY, Vivotek And ZAVIO. Up To 16 Network Cameras Can Be Connected. Support Live View, Storage, And Playback Of The Connected Camera Withup To The Resolution Of 6 Megapixels. Simultaneous HDMI And VGA Outputs At Up To 19201080 Resolution. New GUI And Support Starting Record With One Key Holiday Recording Realize Instant Playback For Assigned Channel During Multi-Channeldisplay Mode. Up To 16-Ch Synchronous Playback At 4CIF Resolution. Customization Of Tags, Searching, And Playing Back By Tags. Locking And Unlocking Record Files. Support HDD Quota Mode Different Capacity Can Be Assigned Todifferent Channel. 1 SATA Hard Disk Can Be	01

		Connected. 1 Self-Adaptive 10M/100M/1000M Network Interface Is Provided Support Hikvision DDNS Dynamic Domain Name System..	
8	Installation cost and other cost	Labour, Racks, accessories, conduits,signages Switches, maintenance, civil works etc.	-
9	Optical Fibre cable 12 core	No. of Router - 1 No. No. of Gigabit Ethernet (10/100/1000 Base-T ) WAN Ports - 1 No. No. 1G SFP Slot (Copper or Fiber) - 1 No. No. of Gigabit Ethernet (10/100/1000 Base-T ) LAN Ports - 1 No. No. of v.35 WAN Interface - 0 No.	2 Km length

Deployment locations

S.No.	Location	Camera type/numbers
1	Women hostel	bullet (1) and dome (1)
2	Boys hostels	2 dome and 1 bullet
3	Mess	2 bullet
4	Vidwan building	1 dome
5	Computer Centre inside	2 twin bullet (total 4)
6	Computer Centre outside	1 dome
7	Car Parking	2 bullet
8	Main building	1 dome
9	Main road to guest house Tri-junction	2 bullet
10	Campus main entrance/ exit	2 bullet

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

### TENDER CRITERIA (No. IIFM/TENDERS/2017-18/CC TV Cameras)

Tenders are invited from reputed Original Equipment Manufacturers (OEM) and their dealers for supply and installation of CC TV Cameras as per the Schedule of Requirements and Specifications given in this Tender Document.

The tenderer should meet the following minimum criteria for pre-qualification:

1. The tenderers average manufacturing financial turnover during the last three financial years should be at least 500 lakhs. CA certified copy to be submitted as per Annexure I.
2. In the case of OEM, they must have their own manufacturing unit since 7 years (proof to be enclosed) along with following documents/certificates.
  - a. Company Registration/Incorporation Certificate.
  - b. Excise Registration Certificate.
  - c. GST Registration Certificate
  - d. Factory Act License
  - e. PF & ESI Registration Certificate
  - f. ISO 9001:2008
  - g. Audited Balance Sheet with returns for FY 2015-16, FY 2016-17 and FY 2017-18.
  - h. Bidders must have atleast one single order of 80% of the Total Estimated Value (TEV), atleast two single order of 60% of TEV, atleast three single order of 40% of TEV. Copies to be enclosed for proof.
  - i. Bidders should not be under liquidation, Arbitration, Court receivership or similar proceedings. Should submit self declaration for the same. Any false/wrong information provided may result in summarily rejecting the Bid at any stage.
3. In the case of Dealers, they should have following document apart from the above documents :
  - a. Authorisation Certificate from OEM
  - b. 7 years experience in the same field. Enclose proof.
4. EMD (refundable) Rs. 20000/- (Rupees twenty thousand only).



**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**ANNEXURE I TO TENDER CRITERIA**  
**(No. IIFM/TENDERS/2017-18/CC TV Cameras)**

A statement showing the result of operation and financial position of firm during proceeding three years in the format given below :

Sl	Description	FY 2015-16	FY 2016-17	FY 2017-18
1	Sales (Gross)			
2	Less Sales Tax			
3	Less Excise Duty			
4	Less Trading Sale			
5	Gross Manufacturing sale (1+2+3)			
6	Net Manufacturing sale 1-(2+3)			
7	Net Profit Before Tax			

**Certified by**  
Chartered Accountant  
With Seal and Membership Number

**Company**  
Authorized Signatory

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

**TERMS AND CONDITIONS OF TENDER**  
(No. IIFM/TENDERS/2018-19/CC TV Cameras)

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01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected.
02. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed and office seal affixed.
03. Each and every page of the tender documents should be signed by the Tenderer and be submitted with the Technical Bid as a token of acceptance of terms and conditions of this tender. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, super-scribing "Tender for supply of CC TV Cameras". Corrections, if any, should be duly signed with seal.
04. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (delete/reduce/increase) the quantum of the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.
05. The rates quoted (In Indian Rupees) for each item should be inclusive of all taxes/Duties etc, cost of material, labour charges, supply and installation at IIFM. No concessional forms will be issued for any tax rebate.
06. **Earnest Money Deposit** (refundable) of **Rs. 20000/- (Rupees twenty thousand only)** should be submitted by way of Demand Draft drawn in favour of Director, Indian Institute of Forest Management, Bhopal, alongwith the Tender. Tender received without the EMD will be rejected. NSIC/MSME Registered firms are exempted from submitting EMD for which they have to submit copy of valid registration certificate of NSIC/MSME.
07. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional Tenders and also relax any conditions of Tender at its discretion.
08. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.
09. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.
10. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.

11. **Performance Bank Gurantee/Security Deposit:** The successful tenderer shall furnish Bank Guarantee/performance guarantee which will be equal to 5% (five percent) of the work order value, in the form of Bank Guarantee from an Indian Nationalized Bank failing which 5% (five percent) of the work order value will be withheld for the period of the guarantee/warranty. A minimum warranty of one year should be offered on the items supplied. However, the actual warranty offered by the OEM should be the period of Performance Guarantee/Security Deposit.

12. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Director, IIFM will have the right to cancel the work order without assigning and reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

13. The firm shall not assign or sublet the work or any part of it to any other person or party.

14. The tender is not transferable.

15. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

16. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.

17. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

18. In case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% per week (To be calculated on number of day basis) of the price of the undelivered items upto maximum of 5%. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.

19. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute

20. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.

21. The selected party should be able to offer a minimum guarantee of one year for repair/replacement of the items, in case of faults/damage on the furniture items due to manufacturing defects, noticed if any.

22. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.

23. Criteria for award of supply order will be based on the rates quoted by the bidders, besides fulfilling other criteria as asked for in the Tender documents.

24. Validity of this Tender will be 3 months from the date of submission of the Tender.

25. If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.

26. The tenderers average manufacturing financial turnover during the last three financial years should be atleast 500 lakhs. CA certified copy to be submitted to this effect.

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(Seal and signature of Tenderer)

INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
NOTICE INVITING TENDER  
FOR SUPPLY OF CC TV CAMERAS  
(No. IIFM/TENDERS/2018-19/CC TV Cameras)

**TECHNICAL BID FORMAT**

Sr.No.	Technical requirements	Yes	No	Attachment Number.
01	Copy of currently valid Company Registration/Incorporation Certificate or Registration under Company Law. (to be attached).			
02	Copy of currently valid Original Equipment Manufacturer's (OEM) or their authorized Dealership certificate (to be attached).			
03	Copies of Audited Balance Sheet with Returns of Last 3 Financial Years ( FY 2015-16, FY 2016-17 and FY 2017-18) to be attached).			
04	CA certified copy showing the average manufacturing financial turnover during the last 3 years is more than Rs.500 lakh as per Annexure I to Tender Criteria			
05	Copies of : i) Atleast one order of 80% or above of the Total Estimated Value (TEV) ii) Atleast two orders of 60% or above of the TEV iii) Atleast three order of 40% or above of the TEV.			
06	Copy of PAN Card ( to be attached.)			
07	Copies of 1. Registration 2. GST Registration 3. Factory Act License			
08	Copies of certificates of ISO 9001			
09	Bid document duly filled in and signed as token of acceptance of Terms and Conditions of Tender.			
10	EMD of Rs.20,000/- by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal. (Tenderers registered wth SIDC/MSME are to attach copy of valid registration certificate for EMD exemption)			
11	Self Declaration in letter head stating that Bidder is not under liquidation, Arbitration, Court receivership or similar proceedings.			

Date :

(Signature & Seal of Tenderer)

INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
 NOTICE INVITING TENDER  
 FOR SUPPLY OF CC TV CAMERAS  
 (No. IIFM/TENDERS/2018-19/CC TV Cameras)

FINANCIAL BID FORMAT FOR SUPPLY OF CLASS ROOM CHAIRS

DETAILS OF ITEM WITH SPECIFICATIONS FOR WHICH RATES TO BE QUOTED

Sr. No.	Name of item with specifications	Quantity (No.)	Rate quoted each (Rs.)	Total Amount (Rs.)
01	CC TV Cameras as per the Schedule of Requirements & Specifications in the Tender document.			
	Total			
	GST (@ _____%)			
	Grand Total			
	Warranty offered on the Equipments: ..... years (minimum one year)			

- Note: 1. Rates quoted should be inclusive of transportation cost to IIFM and supply and installation at IIFM campus.
2. A minimum warranty of one year should be offered on the items supplied. However, the actual warranty offered should be mentioned in the column mentioned above.

**(Signature and seal of the Tenderer)**

FORM FOR PERFORMANCE BANK GUARANTEE  
(To be furnished on award of Contract)

To

The Director  
Indian Institute of Forest Management  
Nehru Nagar, Bhopal

WHEREAS..... (Name and address of Contractor) (Hereinafter called "the Contractor" or "Supplier") has undertaken, in pursuance of Contract No..... dated..... to execute supply of furniture items for your Institute.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of ..... (amount of guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of ..... (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Signature and seal of the Guarantor.....  
Name of Bank.....  
Address.....  
Date.....

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(On 100/- rupees Non-judicial stamp paper – to be submitted on award of work order)

### AGREEMENT

This Agreement is entered into this..... day of .....  
2012 etween the Indian Institute of Forest Management (IIFM), Bhopal, having its office at Nehru Nagar, Bhopal, being represented by the Director,( which expression shall include his successors in office), the first party of the Agreement, and M/s .....  
(being represented by its proprietor which expression shall include its successors or assignees), the second party, on the other part of the Agreement.

WHEREAS, against the Tender of Indian Institute of Forest Management, M/s.....  
have submitted the quotation for the supply of item(s) , details given in Schedule-I (Supply Order) which shall form the part of this Agreement.

WHEREAS the party on the first party has accepted the quotation of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

#### THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the Party on the second part will supply the item(s) on the rates mentioned in the Schedule.
02. That the ordered items will be supplied within ..... days or as specified in the Purchase Order.
03. That the items will be supplied strictly according to the brand/specifications/samples, approved by the competent authority of the Institute.
04. inimum guarantee of one year from the date of supply of the item, will be offered by the supplier, for repair/replacement of the items.
05. That in case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, 0.5% per week subject to maximum of 5% of the price of the undelivered items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.
06. have also the right to cancel the supply order and forfeit the EMD/Security Deposit, including black-listing of the party.
07. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute.
08. The party on the first part has the right to increase/decrease the quantity of items to be ordered.



09. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM, Bhopal.

10. That the party on the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.

11. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the Agreement.

12. In case of dispute arising between the parties in respect of interpretation, construction of this Agreement, the same shall be referred to the Director IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

13. That the party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this Agreement on the date as aforesaid at Bhopal.

(CHIEF ADMINISTRATIVE OFFICER)  
Indian Institute of Forest Management  
Nehru Nagar, Bhopal.

Second Party:  
Name & Address:.....