

## Tender Notice

### Tender Notice Number 6/2020/FDA/ Forest Certification

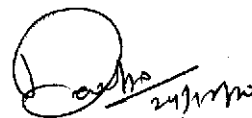
#### Forest Department, Jharkhand, Ranchi

Addl. PCCF (FDA) invites proposals from **Certification Bodies (CBs)** approved / **accredited / provisionally accredited/ Applied for accreditation by / from National Accreditation Board for Certification Bodies (NABCB)** to carryout **Evaluation of Forest management** leading to issuance of NCCF-FM Certificate for the forest areas in six forest divisions in Jharkhand State.

Detailed information and the Tender Document for the tender is available on the website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in)

Technical as well as Financial bids shall be opened on 12.01.2021 (Tuesday) at (3.00 PM).

Last date and time for submission of bids & EMD is 12.01.2021 (12.00 Noon). For queries: Call office at **0651-2480450/9958387834** or email queries at [apccf-fda@gov.in](mailto:apccf-fda@gov.in)



(D.K. Tewatia IFS)

Addl. PCCF (FDA)

Van Bhawan

Doranda, Ranchi-834002.

# REQUEST FOR PROPOSAL

From

NABCB Accredited Certification Bodies

for

NCCF- Forest Management Certification in six forest divisions  
in Jharkhand State

Tender Notice No. 6/2020/FDA/Forest Certification

Dated 24.12.2020

Addl.PCCF (FDA)

Forest Department, Jharkhand

Van Bhawan, Doranda, Ranchi Jharkhand-834002

Website : [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in)

Phone : 0651-2480450.

email : [apccf-fda@gov.in](mailto:apccf-fda@gov.in)

## 1. Tender Notice

1.1 Additional Principal Chief Conservator of Forest (FDA), Forest Department, Jharkhand invites proposals from Certification Bodies (CBs) **approved/ accredited / provisionally accredited** by National Accreditation Board for Certification Bodies (NABCB) to conduct **Forest Management Certification Evaluation** leading to the issuance of NCCF-FM Certificate for the areas mentioned in this tender document and falling under the jurisdiction of Jharkhand Forest Department.

- CBs that have applied to NABCB for accreditation can also apply, subject to the condition that they will submit proof of applying to NABCB in their Technical Bid and will have to produce the provisional accreditation letter from NABCB at the earliest but not later than 2 months from 31.12.2020, in case such a CB is awarded the job. Otherwise the job award to such CB will be terminated.
- CBs accredited by A.S.I for Forest Management Evaluation & Certification Work under the Forest Stewardship Council (FSC) can also apply, subject to the condition that they will have to apply and produce NABCB provisional accreditation letter within 2 months from 31.12.2020.

1.2 The important information pertaining to this tender are given in the following **Data Sheet**:

### DATA SHEET

| Sl.No. | Particular                                                               | Details                                                                                                                                          |
|--------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Tender Inviting Authority                                                | Addl. PCCF(FDA) on behalf of Jharkhand Forest Department.                                                                                        |
| 2.     | Name of the Work                                                         | NCCF Forest Management Certification of forest areas <b>belonging to Jharkhand</b> Forest Department in <b>six Forest Divisions of Jharkhand</b> |
| 3.     | Tender Notice No.                                                        | 6/2020/FDA/Forest Certification                                                                                                                  |
| 4.     | Start Date and Time for downloading of Tender documents                  | 24 December 2020 (12.00 Noon) from website <b>www.forest.jharkhand.gov.in</b>                                                                    |
| 5.     | Cost of Tender Document/Tender Fee                                       | Nil                                                                                                                                              |
| 6.     | Last date and time for submission of Bids ( <b>By Post or By Hand</b> )  | 12.01.2021 (12.00 Noon) at Office of APCCF (FDA) at Ranchi.                                                                                      |
| 7.     | Last date and time for submission of requisite EMD                       | 12.01.2021 (12.00 Noon) at office of APCCF (FDA), at Ranchi.                                                                                     |
| 8.     | Offer validity required                                                  | <b>120 days from the last date of submission of Bid</b>                                                                                          |
| 9.     | Date of Opening of Technical Proposals                                   | 12.01.2021 (03.00 PM)                                                                                                                            |
| 10.    | Place of Opening of Technical Proposal before the Procurement Committee. | Office of APCCF (Development), Van Bhawan, Doranda, Ranchi-834002.                                                                               |
| 11.    | Date of opening of Financial Bids before the Procurement Committee.      | 12.01.2021 (04.00PM) at office of APCCF (Dev.)                                                                                                   |
| 12.    | Earnest Money Deposit (EMD)                                              | <b>EMD Rs. 50,000.00</b> in favour of <b>SFDA, Jharkhand</b> , payable at Ranchi.                                                                |
| 13.    | Contact Persons and Designation                                          | D.K. Tewatia, APCCF (FDA)                                                                                                                        |
| 14.    | Address and Telephone No. for                                            | Office of APCCF (FDA), Van Bhawan,                                                                                                               |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|     | communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Doranda, Ranchi, Jharkhand-834002<br><b>Phone:0651-2480450/9958387834</b><br><b>E-mail:apccf-fda@gov.in</b> |
| 15. | <p>Other important points specified by the Tender Inviting Authority:</p> <ol style="list-style-type: none"> <li>Detailed information is given in the Tender Document.</li> <li>Tender Document may be downloaded from the website <b>www.forest.jharkhand.gov.in</b></li> <li><b>Three-envelope bid system</b> will be followed- <b>1. EMD 2. Technical Bid and 3. Financial Bid.</b></li> <li>Financial Bids will be considered in respect of only those bidders who qualify in the Technical Bid. That is, Financial Bids of those who are found ineligible on examination of their technical Bids, will not be opened for consideration.</li> <li>Tender received after due date and time will be summarily rejected.</li> <li><b>Quality cum Cost Based Selection (QCBS)</b> approach will be used for evaluation of bids and selection of successful bidder for the job.</li> <li>The <b>Bidder</b> or his <b>authorized representative</b> should <b>sign on each page of Technical Bid (Annexure I, II, III, IV and VI)</b></li> <li>The <b>Authorised representative</b> of the bidder <b>must submit the Letter of Authorisation</b> for the said purpose, duly signed &amp; stamped by the bidder, <b>on the bidder organizations letter head.</b></li> </ol> |                                                                                                             |

## 2. Background

2.1. While there are innumerable benefits from **forest certification** both directly and indirectly, some of the tangible **benefits** that are expected through this evaluation and certification process are:-

- To make forests a profitable venture- by increasing revenue from timber (primary source of income)
- Make the state timber accessible and in demand in international markets due to the fact that certified good quality timber commands a high level of premium in these markets, due to the non-availability of such material.
- Increase market visibility of the State Forest produce and increase exposure to new markets.
- Bridging the gap between the demand and supply of certified forest produce, specifically timber in the Indian market.
- Leverage the benefits of good management practices being followed in the state forests to achieve premiums for the timber being harvested.
- Globally recognized international stamp of approval for well managed forests.
- Providing a baseline for undertaking carbon offset verifications and carbon mitigation projects for future.

2.2. **Forest areas** that would be **under the Scope of Certification** under the tender are:

| Sl.No. | Forest Division               | Area for Certification (ha) |
|--------|-------------------------------|-----------------------------|
| 1      | Simdega Forest Division       | 55633.02 Ha                 |
| 2      | Hazaribagh(W) Forest Division | 124497.32 Ha                |
| 3      | Giridih Forest Division (E)   | 122042.56 Ha                |

|   |                                |              |
|---|--------------------------------|--------------|
| 4 | Dumka Forest Division          | 39939.65 Ha  |
| 5 | Garhwa (South) Forest Division | 86689.19 Ha  |
| 6 | Porahat Forest Division        | 76401.65 Ha  |
|   | <b>Total :</b>                 | 505203.39 Ha |

Please note that only the area notified as Forest Land will be covered under the scope of Forest Certification

### 3. Scope of Work

3.1 The **CB** will be required **to accomplish the following works:**

- a) **Pre- assessment or Gap analysis of management system of forest areas** for NCCF-FM Certification Standard. Identification of gaps between management systems, norms and processes being followed in the field in forest areas vis-à-vis principles and norms of NCCF-FM Certification and bridging the identified gaps to achieve NCCF-FM Certification Standard.
- b) **Final assessment of NCCF-FM Certification Standard of forest areas** under the scope of certification. The CB will require detailing of the methodology and approach of undertaking the certification process and informing the findings related to NCCF Certification Standard.
- c) **Four (4) Annual audits for the next four financial years** after the issuance of certificate on sustainable Forest Management.

### 3.2 Methodology

- i. The proposed evaluation will have to cover the forest areas mentioned in clause 2.2 above.
- ii. It will be obligatory on the part of the prospective bidders to submit, as a part of Technical Bid, '**Proposed Methodology**'. The said 'Proposed Methodology', inter alia, will lay down in details (a) **human resources and manner of their deployment**, i.e strength and composition of Project Team, distribution of job responsibility, mode of coordination; (b) **Proposed time Schedule of activities, Documentation, and preparation of Reports**; (c) **Mode of sampling**; (d) **Stakeholder Consultation** (e) **Criteria & Indicators** to be adopted for evaluation of the area and (f) **facilities and inputs to be provided by the client** (Jharkhand Forest Department). The prospective bidders may be called to explain the, 'Proposed Methodology' during the Presentation, and such Presentation will be given due weightage in the evaluation of the technical bid.
- iii. **The client will reserve the right to effect corrections/adjustments/modifications in the Proposed Methodology** in consultation with the concerned bidders. Such corrections/adjustments/modifications shall be binding upon the prospective CBs.

### 3.3 Deliverables

- i. **Preliminary Report-** comprising of a **pre-assessment report** containing preliminary findings and a **criterion by criterion discussion** of the **observed performance** of the defined forest areas relative to the applicable NCCF-FM standard. The preliminary

report would involve **identified gaps** in the forest management practices in these area relative to the standard.

- ii. **Full Assessment Report-** containing preliminary findings and a criterion by criterion discussion of the observed performance of the defined forest areas relative to the applicable NCCF-FM standard. The full assessment report will be undertaken after the final audit and compilation of findings. It should include the **identified non-conformities** against the standard and the **required corrective action** to address those non-conformities.
- iii. **Four (4) Annual Audits and Reports-** The **certification is valid for five years subject to annual surveillance audits**. The selected bidder would be required to conduct **surveillance audit** as per the requirements of NCCF and submit an annual audit report after each annual surveillance audit for next four years.

### **Instructions to Bidders**

#### **3.4 Cost of the Tender Document: Nil**

i. The Tender document is available at website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in). The bids may be submitted in the office of APCCF (FDA) **by hand / Regd. Post / Registered Courier / Pvt. Courier / Speed Post**. The bids must be received in the **office of APCCF (FDA)** within the time limit prescribed for submission of bids.

#### **3.5 Due date and Time**

The EMD has to be submitted from any time after start of bid submission and up to the end of bid submission date & time. The EMD of unsuccessful bidders in technical evaluation will be returned after completion of the tender bids evaluation process.

#### **3.6 Eligibility Criteria**

- i. CBs must have accreditation / provisional accreditation or ‘Applied for accreditation’ from **National Accreditation Board for Certification Bodies (NABCB)** to perform the work or, their representative companies/offices must be having a valid signed contract on behalf of their principal to, perform the work. The ‘Applied for Accreditation’ category CBs must produce Provisional accreditation letter from NABCB within two months from 31.12.2020 (i.e. By 28.02.2021)
- ii. Proposals may be submitted by CBs which have experience in **at least one Forest Management Certification Project completed in India**, preparation of reports and handling of process as stated in the deliverables.
- iii. The bidder must have **average annual Rs. 10 lakhs turnover** in last three financial years (**2018-19, 2017-18, 2016-17**).
- iv. The bidder must hold valid GST, PAN number.

#### **3.7 List of Documents required to be submitted**

- (i) GST registration
- (ii) PAN card

- (iii) IT returns for last 3 years
- (iv) Balance sheet for the last three years
- (v) letter of approval/ accreditation from NABCB
- (vi) Any other relevant document (Attested copies of Relevant Job experience certificate, copies of work order of Relevant current jobs in hand).

3.8 Bidder shall submit the financials for following activities in the financial bid (as per the proforma given in **Annexure-V**):

- (i) Pre- assessment
- (ii) Full evaluation
- (iii) Annual Surveillance audit(s)

3.9 **Bidders must** clearly indicate the financial **cost of each 'Part' of Job**, under the following heads:

- (i) Scope of work
- (ii) Travel
- (iii) Any other cost

#### **4. Submission of Proposals**

##### **4.1 Procedure for submission of bids**

The Bid shall be submitted in 3 (Three) parts as under:-

##### **(a) PART-I: EMD : (ENVELOPE No. 1)**

##### **(b) PART-II: Technical Bid : (ENVELOPE No. 2)**

Complete technical details, necessary certification and all relevant documents are to be uploaded such as

- i. The Technical Bid should contain the signed and sealed completed forms (Annexure I, II, III, IV& **VI**) of the Technical Bid along with relevant enclosures.
- ii. The Technical Bid should consist of the following:
  - a. **General Information** about the Organization – (Annexure **I**)
  - b. **Summary of Similar Projects Implemented** – (Annexure **II**)
  - c. **Details of Similar Projects Implemented** – (Annexure **III**): Separate sheet for each project in implemented.
  - d. **CVs of the Project Team** – (Annexure **IV**)
  - e. **Proposed Approach, Methodology & Work Plan** (Annexure **VI**) Separate sheet to be attached.
  - f. Additional Information, if any (optional) – Separate sheet to be attached
- iii. The technical proposal must not contain any pricing information.

- iv. In submitting additional information, the same may be marked as Supplementary to the required response.

**(c) PART-III: Financial Bid: (ENVELOPE No. 3) / To be filled up strictly as per 'Proforma' given in Annexure-V**

Financial Bid will be considered for evaluation for those Bidders who have cleared the Part-I, Part-II of bid submission process.

*If the bidding cost is too high or abnormally low, the authority may take appropriate action/ may cancel the bidding process.*

#### **4.2 Tender Preparation Cost**

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

#### **4.3 Clarification on Tender Document**

Any prospective bidder requiring any clarification of the tender document **may notify the client** in the **address and phone no. or email** specified in **"Instructions to Bidders"/Data Sheet**. The client will respond in writing to any request for clarification of the tender document, received **not later than 03 working days prior to the last date** for the receipt of the bids prescribed by the client. Further clarification on any of the points in the tender can be raised in the **pre-bid meeting**.

#### **4.4 Amendment of Tender Document**

- i. At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in responses to a clarification request by the prospective bidder, modify the tender document by an amendment.
- ii. The amendment/corrigendum, if any, will be notified in the website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in) and will be binding on the bidders. The **bidders have to check the website regularly for any updates.**
- iii. The Client may at his discretion, extend the last date for the receipt of the Bids.

#### **4.5 Language of Bids**

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in **English language**, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case purposes of interpretation of the bid, the English translation shall govern.

#### **4.6 Bid evaluation method**

- i. **The Procurement Committee of the Jharkhand Forest Department will evaluate the technical bids of the bidders. Then the financial bids of only technically qualified bidders will be evaluated by the Procurement Committee.**
- ii. The Procurement Committee will examine the bid document submitted by each bidder whether all required documents have been submitted as per the tender document like EMD and Technical documents specified in the tender



document. If there are any discrepancies or mismatch in the documents submitted by the bidder, the Committee shall reject the bids and the grounds for such rejection shall be recorded in the Technical Evaluation Sheet.

- iii. **The Procurement Committee may waive any minor informality or non-conformity or irregularity in a bid**, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.
- iv. The Procurement Committee shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these, as **substantially responsive bid** is one, which **conforms to all the terms and conditions of the bidding documents without material deviations**. The determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- v. If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- vi. The client reserves the right to accept any bid or to cancel/abort the bid process and reject all bids at any time prior to award of contract, and Client shall not be liable for any costs incurred by the affected bidder.
- vii. **Arithmetical error will be rectified on the basis of details provided in the proposal**. If there is discrepancy between words and figures, **the amount in words will prevail**.
- viii. **Technical Evaluation:** The Procurement Committee will examine the eligibility of the bidders as per the tender document. Bids of the bidders, not satisfying the eligibility criteria and any technical deviation in the items quoted and not quoted shall be rejected. **The Committee may ask for additional information from the bidders**. On request from the committee, the bidder may have to produce additional information. The time limit in which the bidders have to submit additional information shall be decided by the Committee and its decision shall be final in this regard.
- ix. **Technical Evaluation Criteria:** Technical Evaluation will be carried out based on **Technical Bid Evaluations Sheet** specified in **Annexure**. The bidder scoring a total point of 70 or more will be considered a technically qualified bidder which will then be considered for financial evaluation. The bids will be rejected if the technical score is below 70 points.
- x. **Financial Evaluation:** Financial bids of only technically qualified bidders shall be evaluated. The bids found lacking in strict compliance to the **financial bid format** shall be rejected straightaway. The Procurement Committee shall follow **a best value bid selection process, based on the Quality and Cost (QCBS)**. The overall rating for the bidders shall be done on the basis of weightages to be assigned as described below:
  - i. Technical score – 70%
  - ii. Financial score – 30%
  - iii. **The overall score=  $TS*0.7+FS*0.3$ , adjusted to 2 decimal places.**

- iv. In case of a tie in the overall score, the bidder with the superior Technical Score (TS) will supersede the other Bidder.

#### 4.7 Period of **Validity of Proposals**

- a. The offer submitted by the bidder shall be valid for a **period of 120 days from the date of submission of the tender**. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the client may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or email).

#### 4.8 Proposal Preparation Costs

The bidder is responsible for all costs incurred in connection with participation in this process, including but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Procurement Committee to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This RFP does not commit the Procurement Committee or Client to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

#### 4.9 Right to Terminate the Process

- i. The right of final acceptance of the tender is entirely vested with the client which reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever.
- ii. There is no obligation on the part of the client to communicate with Bidders whose bids have been rejected.
- iii. Bid Security and its Amount (Earnest Money Deposit-EMD): Bidders shall submit, along with the Bids, Bid security or EMD of Rs.50,000 (in words Rupees fifty thousand only), as indicated in the Data Sheet.
- iv. The **EMD would be refunded to all unsuccessful bidders automatically after the completion of the bid evaluation process**. The EMD of the successful bidder would be returned after fulfillment of the requirement of **Performance Guarantee by the successful bidder** with reference to the deliverables and time frame specified.
- v. **Bid without EMD** will be rejected without any correspondence with the bidder concerned.
- vi. The above EMD held by the client, till it is returned to the unsuccessful Bidders, will not earn any interest thereof.

#### 4.10 Bid Opening

- i. The tenders will be received only up to the date and time mentioned in the **Data Sheet**. The Technical Bids will be opened at **Day, Date and time indicated in the Data Sheet**, by the Procurement Committee **in presence of the Bidders or their authorized representatives** who may be present at the time of opening of bids.
- ii. The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The **list of technically qualified Bidders will be prepared** by the

Procurement committee and displayed on the website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in)

- iii. The Financial Bids of technically qualified bidders alone will be opened at date and time indicated in the Data Sheet.

#### 4.11 Tender Rejection Criteria

- i. The tenders with the Technical Bid not containing the EMD Demand Draft will be summarily rejected.
- ii. Tender not submitted in the form specified as per the format given in this Tender document will be summarily rejected.
- iii. Tender with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- iv. Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable to rejection. If the offer does not meet the tender requirements, the **Procurement committee** reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- v. **Tenders** submitted without the enclosures to prove the Bidder's specific experience in Forest Certification Projects, Order Value of completed projects and projects in hand and 'Proposed Methodology' will be evaluated accordingly.
- vi. Tenders submitted without **audited financial statements (Balance Sheets)** of the Bidder are liable for rejection.
- vii. In addition to above rejection criteria, if there is non-compliance of any of the clauses of the Tender document, the Tenders are liable for rejection.
- viii. Incomplete bid documents will be treated as non-responsive offer and the tender is liable for rejection.

#### 4.12 Technical Bid Evaluation Criteria

| Evaluation Criteria                                                                                                                                                                                                                                                                                      | % of marks   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| (i) <b>Experience in Forest Certification</b> projects completed, specifically with respect to States in India. Priority to organization having completed or ongoing projects with Forest Departments/ government bodies in Indian States. The bidder who has done 1 project will get twenty five marks. | Max marks 25 |
| (ii) <b>Manpower resources</b> to be assigned to the project including CVs of the Project Team                                                                                                                                                                                                           | Max marks 30 |
| (iii) <b>Proposed Approach, Methodology and Work Plan</b>                                                                                                                                                                                                                                                | Max marks 30 |
| (iv) <b>Presentation</b> of the project proposal before the Client/ Procurement Committee. This can be done <b>either in Person or by VC or by submitting PPT along with the Technical Bid and a copy also on email on the last date of submission of Bids.</b>                                          | Max marks 15 |
| Total                                                                                                                                                                                                                                                                                                    | 100          |

- a. The client may invite the **eligible bidders to make a presentation** at a date, time and location. The purpose of such presentations would be to allow the bidders to present

their proposed Approach, methodology & Work Plan to the Committee and the key points in their proposals.

- b. The Procurement Committee may undertake oral clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the Client/Committee to state its requirements clearly and for the bidder to more clearly state their proposal. **However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.**
- c. Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points.
- d. **The bidders, who get a Technical score of 70 or above, will qualify for the evaluation in the financial process.**
- e. APCCF (FDA) has the sole authority to have contract discussion with the successful bidder.

## **5. Award of contract**

### **5.1 Transfer of Documents**

After successful selection of Agency/Organisation, the Procurement Committee will be hand over all the documents to the client office.

### **5.2 Letter of Acceptance**

After successful completion of the contract discussion, if held, the client office will issue a letter of Acceptance to the Successful Bidder.

### **5.3 Forfeiture of EMD**

If the successful Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his EMD will be forfeited.

### **5.4 Signing of Contract**

- a. The successful Bidder should execute an agreement on a 100 rupee stamp paper for the fulfillment of the contract with the client at the time of execution **within one week from the date of receipt of the Letter of acceptance issued by the client office.** If the same is not executed within one week, the EMD of the Bidder may be forfeited and their tender will be held as non-responsive.
- b. The expenses incidental to the execution of the agreement shall be borne by the successful bidders.
- c. **Work engagement of the successful bidder will be for a period of 5 years** subject to discretion of client.

### **5.5 Performance Bank Guarantee (PBG)**

- a. The successful bidder shall, at his own expense, deposit with the client, **within 15 working days from the date of receipt of the letter of acceptance issued by the client, prior to signing of the contract**, whichever is earlier, an unconditional and irrevocable **Performance Bank Guarantee (PBG)** from a scheduled bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.
- b. This Performance Bank Guarantee (**PBG**) will be for **an amount equivalent to 5% of contract value.** All incidental charges whatsoever such as premium; commission etc. with

respect to the performance bank guarantee shall be borne by the bidder. The Bank Guarantee shall be valid for a period of three months from the date of signing of contract. If the accepted Bidder fails to furnish the bank guarantee within the above said period, the EMD remitted by him will be forfeited and his tender will be held void. The **PBG** furnished by the Bidder in respect of his tender **will be returned to him at the end of the contract period subject to submission of all relevant reports to satisfaction of the client.**

c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his PBG mentioned above will be forfeited.

## 5.6 Release of Work Order

After the execution of the agreements specified in the Tender Document and after receipt of the PBG, the client will issue the **formal work order to the successful Bidder.**

## 5.7 Execution of Work Order

The successful Bidder should nominate and intimate to the client the **name of a Project Leader specifically to handle the Work Order.** The successful Bidder should ensure that the Project Leader is fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

## 5.8 Assigning of Tender whole or in part

The **successful Bidder shall not assign or make over the contract**, the benefit or burden thereof **to any of the person or persons or body corporate.** The **bidder shall not underlet or sublet** to any person(s) or body corporate for the execution of the contract or any part thereof.

## 5.9 Submission of Deliverables

**The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document.** If the delivery is not effected as per tender, the client shall have the right to cancel the order and to take any such action deemed fit in such circumstances.

## 5.10 Delivery Schedule

| Sl.No. | Activities                                                                                    | Timeline                                                                          |
|--------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1      | Successful submission of <b>Division-wise Pre Assessment / GAP Analysis Reports</b>           | <b>2 month</b> from the date of agreement.                                        |
| 2.     | Successful submission of <b>Division-wise Full Assessment reports</b> (six reports)           | <b>7 months</b> from the date of agreement.                                       |
| 3.     | Successful submission of <b>Division-wise Annual Audit Reports</b> for Four (4) annual audits | <b>1 month</b> from the due date of <b>Annual Surveillance Audit</b> , each year. |

## 5.11 Service Level Agreement (SLA) & Penalty clause

Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement. The service level shall be tracked on a periodic basis and have penalty clauses on non-adherence to any of them.

Penalties for delay in project schedule:

|                |         |
|----------------|---------|
| Delay in weeks | Penalty |
|----------------|---------|

|                   |                       |
|-------------------|-----------------------|
| Up to 1           | 2% of Contract value  |
| Up to 2           | 4% of Contract value  |
| Up to 3           | 6% of Contract value  |
| More than 4 weeks | 10% of Contract value |

### 5.12 Payment Schedule

| Sl.No.                        | Activities                                                                                                    | Timeline                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1                             | Successful submission of <b>Division-wise Pre-Assessment reports</b>                                          | 20 % of Contract value of Forest Certification Job |
| 2.                            | Successful completion of <b>audit &amp; field visit/s for all division concerned</b>                          | 30 % of Contract value of Forest Certification Job |
| 3.                            | Successful submission of <b>Division-wise Full Assessment reports</b> and acceptance of report by the client. | 50 % of Contract value of Forest Certification Job |
| For Annual Surveillance Audit |                                                                                                               |                                                    |
| 1                             | Before commencing field visit for annual audit                                                                | 25% of awarded Annual Audit Value                  |
| 2                             | Successful submission of <b>Division-wise Annual Audit Reports</b>                                            | 75% of awarded Annual Audit Value                  |

### 5.13 Termination of Services

The Client reserves the **right to terminate the services** of the certification body, if it finds the work unsatisfactory, at any stage during the contract period by giving **a notice of fifteen (15) days**.

The CB shall then be paid for the work completed as per the fees quoted, till that stage of the assignment as part of response to this tender document.

### 5.14 Force Majeure

The CB shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power in the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of client the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of client.

### 5.15 OTHER TERMS AND CONDITIONS

a. During the execution of the Project, the client reserves the right to issue advice and direction to the CB or request additional information or clarification from the CB. While such advice, direction or request and response to the same shall have no impact on the substantive content quality or cost of the services offered, **the same will be binding upon the CB.**

b. **All supporting materials** (including all data, material, and documentation originated and prepared for the client (State Forest Department) pursuant to this RFP, and including correspondence relating to this RFP), **shall** upon delivery to the client, **become the property of the Jharkhand, Forest Department.**

- c. The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- d. The client reserves the right to reject any or all the tenders without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions tender as deemed necessary in the best interest of State Forest Department for good and sufficient reasons.
- e. The **client will not pay any increase in duties, taxes and surcharges on account of any revision by the Government** after expiry of the stipulated delivery period in the work order.
- f. **In case of any dispute**, the matter will be referred to an Arbitrator under” Arbitration and Conciliation” Act 1996”. The arbitration shall be held in Jharkhand state only and the **Courts at Ranchi only** shall have jurisdiction in relation thereto.

#### **5.16 Splitting of Job**

The Job is to **be done** in six separate forest divisions. To save Job time, this will require simultaneous working in the divisions by multiple teams. For this objective, the Client reserves the right to split the job between L-1 and L-2 bidder at L-1 rates, provided L-1 and L-2 bidders both agree to do so. If this approach is adopted, ‘forest division’ will be the smallest unit and the job cost will be split on the basis of **Division-wise job cost** (as given in the six **supplementary sheets**) submitted by L-1 bidder along with the Financial bid.

In such situation, the terms and conditions of the tender will be applicable independently on each of the two bidders for the quantum of job awarded to each of them.

## Annexure-I

### 6. Annexure

#### PART 1. Technical Bid Format

##### General Information about the Organization

| Sl.No.                               | Particulars                                                                                                  | Details to be furnished |  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------|--|
| Details of the Bidder (Organization) |                                                                                                              |                         |  |
| 1.                                   | Name                                                                                                         |                         |  |
| 2.                                   | Address                                                                                                      |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
| 3.                                   | Telephone                                                                                                    |                         |  |
| 4.                                   | E-mail                                                                                                       | Fax                     |  |
|                                      |                                                                                                              | Website                 |  |
| Details of Authorized person         |                                                                                                              |                         |  |
| 5.                                   | Name                                                                                                         |                         |  |
| 6.                                   | Address                                                                                                      |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
| 7.                                   | Telephone                                                                                                    | E-mails                 |  |
| Information about the Organization   |                                                                                                              |                         |  |
| 8.                                   | Status of Organization (Public Ltd./Pvt. Ltd./Institution/University etc.)                                   |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
| 9.                                   | Detail of Registration of Organization (Provide Ref e.g., ROC Ref)                                           | Date                    |  |
|                                      |                                                                                                              | Ref                     |  |
| 10.                                  | Total number of Professionals available with the bidder in the organization.                                 |                         |  |
| 11                                   | Number of Professionals that the bidder proposes to deploy this Forest Certification Job in Jharkhand State. |                         |  |
| 12                                   | Locations and addresses of offices of the organisation (in India and overseas)                               |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
|                                      |                                                                                                              |                         |  |
| 13                                   | GST Registration Number                                                                                      |                         |  |
| 14                                   | Enclose ITR for last 3 years (2016-17, 2017-18, 2018-19)                                                     |                         |  |

Note: The **Bidder** or his **authorized representative must sign on each page of Technical Bid (Annexure I, II, III, IV and VI)**

Signature of the Bidder



**Annexure-II****Summary of Forest Certification Projects executed / implemented by the Bidder**

| <b>S. No.</b> | <b>Name of the Client</b> | <b>State in which Project was undertaken</b> | <b>Forest area Evaluated and Certified in the Project (ha)</b> | <b>Start Date of Job Contract</b> | <b>End Date of Job Contract</b> | <b>Contract / Job Value (Rs.)</b> |
|---------------|---------------------------|----------------------------------------------|----------------------------------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| 1             |                           |                                              |                                                                |                                   |                                 |                                   |
| 2             |                           |                                              |                                                                |                                   |                                 |                                   |
| 3             |                           |                                              |                                                                |                                   |                                 |                                   |
| 4             |                           |                                              |                                                                |                                   |                                 |                                   |
| 5             |                           |                                              |                                                                |                                   |                                 |                                   |

Signature of the Bidder

### Annexure-III

**Details of each Forest Certification Projects executed / implemented by the bidder (Use separate sheet for each project implemented)**

| Sl.No.                                      | Item                                                                                                                   | Details |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------|
| <b>General Information</b>                  |                                                                                                                        |         |
| 1.                                          | Customer/Name of Govt. Dept/PSU etc. <b>(Client who awarded the job)</b>                                               |         |
| 2.                                          | Name of contact person and contact details of the Client (Postal Address, Phone number, E-mail address)                |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
| <b>Forest Certification Project Details</b> |                                                                                                                        |         |
| 3                                           | Name of the Project                                                                                                    |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
| 4                                           | <b>Start Date and End date</b>                                                                                         |         |
| 5                                           | Current status of implementation:                                                                                      |         |
| 6                                           | Contract tenure : From : To :                                                                                          |         |
| <b>Project Size</b>                         |                                                                                                                        |         |
| 7                                           | Contract value (Rs. In lakhs)                                                                                          |         |
| 8                                           | Description of the services provided by the Bidder (Please provide details in relevance to the scope, of this RFP)     |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
|                                             |                                                                                                                        |         |
| 9                                           | Please provide <b>testimonials</b> and <b>certificates from the Client</b> in support of the <b>project experience</b> |         |

Signature of the Bidder

**Note:** Please use one separate sheet for each project **completed / implemented**.

#### Annexure-IV

##### CV's of the Project Team

Give the **profiles of key people/core members**, including the Project Leader, key Consultants/Experts **who will be involved in the assignment** (Use separate sheet for each person).

| S.No. | Item                                                                                                     | Details |
|-------|----------------------------------------------------------------------------------------------------------|---------|
| 1     | Name                                                                                                     |         |
| 2     | Role in current project                                                                                  |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
| 3     | Whether Primary/Secondary                                                                                |         |
| 4     | Current job title                                                                                        |         |
| 5     | <b>Experience</b> in yrs.                                                                                |         |
| 6     | Number of years with the Organization                                                                    |         |
| 7     | Current job responsibilities                                                                             |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
| 8     | Summary of Professional/experience                                                                       |         |
| 9     | Highlights of assignments handled and significant accomplishments                                        |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
| 10    | Educational Background, Training/Certifications                                                          |         |
| 11    | Educational qualifications (Ph D/ Post Graduate/Graduate/others) with subject relevant to the assignment |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |
|       |                                                                                                          |         |

\* Please attach **one sheet for each member** of the proposed project team.

Signature of the Bidder

**PART 2: Financial Bid**

| Part | Part of Job                                                                                                                                                | Quoted Price<br>(Rs)<br>(All inclusive) | Break up of Quoted Price (Rs) |                   |                |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------|-------------------|----------------|
|      |                                                                                                                                                            |                                         | Scope of<br>work              | Cost of<br>Travel | Any other cost |
| I    | Pre- Assessment /<br>GAP ANALYSIS                                                                                                                          |                                         |                               |                   |                |
| II   | Full- Assessment                                                                                                                                           |                                         |                               |                   |                |
| III  | Four years Annual<br>Surveillance Audits<br>a) First Annual<br>Audit<br>b) Second Annual<br>Audit<br>c) Third Annual<br>Audit<br>d) Fourth Annual<br>Audit |                                         |                               |                   |                |
|      | Total                                                                                                                                                      |                                         |                               |                   |                |

(Rupees \_\_\_\_\_ only)

1. All prices should be in INR and the Total Amount of **Financial Bid** shall be specified in both **figures** and **words**.
2. Price quoted against each activity shall be '**all inclusive**'.
3. All prices quoted in the financial bid are **inclusive of** applicable **taxes**.
4. **One Financial Bid** for **all six Forest Divisions** along with **One Supplementary Cost sheet** **each for each Forest Division** (in same format as Annexure V). It is mandatory.

Signature of the Bidder

(6)

## Annexure-VI

### **Proposal Approach, Methodology & Work Plan (Not more than 2000 words):**

**Approach & Methodology:** The bidder explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Staffing for training if required, should also be explained.

**Work Plan :** You should also propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates. The proposed work should be consistent with the technical approach and methodology. A list of the final documents including reports, drawings, and tables to be delivered as final output, should be included her. The work plan should be consistent with the timeline of delivery indicated in the tender.

**Staffing :** You should propose the structure and composition of your team. You should list the main disciplines of the assignment, the Key Experts and Non-Key Experts, and proposed technical and administrative support staff.

 24/12/2020