

**Department of Forest, Environment & Climate Change
Government of Jharkhand**

Divisional Forest Officer, Ranchi Forest Division, Ranchi

Notice Inviting Expression of Interest (EOI)

for

Inclusion in the panel of Transplanting Service Providers

EOI is invited from service providers of repute for empanelment as a service provider for Transplantation of trees in Jharkhand in a manner such that the survival percentage after One Year is not less than 70 (seventy) per cent. The list of empanelled service providers will be published so that various user agencies may directly contact the empanelled service providers for the needed transplanting work. This empanelment exercise is only for the purpose of indicating to various user agencies that the empanelled parties have the expertise to transplant a minimum of 900 trees in six months. The rate and other terms and conditions of the transplanting work will be governed by the agreement in this regard between the user agency and the empanelled party. The Department of Forest, Environment and Climate Change, Govt. of Jharkhand, Ranchi shall have no liability with respect to the agreement between the user agency and the empanelled agency. The list of the empanelled agencies should be finalized on the basis of eligibility criteria as specified in this RFP document.

2. Time Schedule

Commencement of sale of EOI documents	: 04-11-2019
Last date & time of submission of EOI	: 08-11-2019- 03:00 pm
Date & time of opening of EOIs	: 08-11-2019 - 04:00 pm

3. **Application Form** : The Application Form, Terms of Reference, and other documents can be obtained from the Office of Divisional Forest Officer, Ranchi Forest Division, Van Bhawan, Doranda, Ranchi on all working days (Monday to Friday) during 11.00 AM to 05.00 PM by payment of Demand Draft of Rs. 1000/- (One Thousand Rupees) (Non refundable) in favour of Divisional Forest Officer, Ranchi Forest Division payable at Ranchi. These documents may also be downloaded from the website <forest.jharkhand.gov.in>. In case of downloaded form, the DD of Rs. 1000/- (One Thousand Rupees) has to be attached with the form.
4. **Application Fee and Security Deposit** : The Applications shall deposit an application fee of Rs. 1000/- (non-refundable) and a Security Deposit of Rs. 1.00 lakh (refundable) in form of Demand Draft in favour of Divisional Forest Officer, Ranchi Forest Division, Ranchi.
5. **Application Submission** : The sealed envelope containing the application form (Annexure-I) for the EOI along with all supporting documents including details of experience (Annexure - II) should be duly super scribed "**Expression of Interest for inclusion in the Panel of Transplanting Service Providers in Jharkhand**". The EOI should be addressed to Divisional Forest Officer, Ranchi Forest Division, Van Bhawan Campus, Doranda, Ranchi-834002. The proposals will be opened in front of the applicants. The applicants qualified therein shall be empanelled for a minimum period of 3 years.

6. Minimum Eligibility Criteria :-

- i. The Applicant should be registered under Company Act/Co-operative/ Partnership firm/Individual firm/Societies Act for work under agricultural, forestry, and allied services. In support of this claim the applicant should submit the copy of Registration on indicated in Annexure-I.
- ii. (a) The Applicant should be able to deploy Transplanting machines with a capacity of transplanting at least 900 trees in six months (supporting documents to be enclosed as specified in Annexure-2). The Screening Committee shall be the final authority to decide the suitability of submitted documents in this regard.

(b) The applicant should also have to submit a certificate from the organization where they have done transplanting work that the survivalist of the transplanted trees is more than 70 percent after a period of one year as specified in Annexure-II
- iii. The turnover of the Applicant in the last financial year should not be less than Rs. 150 lakh.
- iv. The Applicant should submit the Audited Balance Sheets along with annual reports and Income Tax Returns for the last three Financial Years.
- v. The Applicant should submit a notarized affidavit on Judicial Stamp of Rs. 100/- (One hundred) only stating that "the company has never been black listed by any State or the Union Government or their entities."
- vi. The Applicant should be a registered entity under GST and should quote the GST number in its application form.

7. Scope of Work : An illustrative scope of work is outlined at Annexure-III

Enclosure : Annexure I - III.

APPLICATION FORM**Technical Proposal for selection of Service Provider for Transplantation of Trees**

Sl.No	Particulars	Write details and attach the proof/supporting documents required	Page number of document
1.	Name of Applicant / Organization		
2.	Address of the Applicant / Organization		
3.	Head Office Address Phone Email ID Mobile No. of Head Office I/C		
4.	Registration No. of the firm / organization (certificate should be attached)		
5.	Authorization letter/Power of Attorney (if applicable) (authorization should be attached)		
6.	PAN No. of the Applicant / organization (certificate should be attached)		
7.	GST registration No. (certificate attached)		
8.	Proof of experience in transplanting of trees (as per Annexure-II)		

9.	Average Annual turnover of last 03 years of Applicant (audited balance sheet should be attached)		
10.	Affidavit about Not being black listing		
11.	Security Deposit of Rs. 1.00 lakh with DD No. and date or exemption certification, if available, under Jharkhand Procurement Policy 2014, if applicable		
12.	Latest 03 years of Income Tax Return (F.Y. 2014-15, 2015-16 & 2016-17) (supporting documents should be attached)		
13.	Proof of experience of similar work in Jharkhand (supporting documents should be attached)		
14.	Any other relevant information with supporting documents.		

We understand that if the details given in our application and supporting documents are found to be false, the proposal will be rejected without any reference to us and the concerned authority will have the right to take necessary legal action in this regard.

Signature of the Applicant / authorized person

(With official seal)

Date :-

Place :-

Experience in transplanting of trees

Sl. No	Name of the Work	Description	No. of trees transplanted	The% of Survived trees from after 1 year from date of transplantation	The highest no. of trees transplanted in any Six months
1	2	3	4	5	6
1.	Transplantation of trees	Lead 0 - 1 KM Diameter of trees up to 7"			
2.	-do-	Lead 1 - 5 KM Diameter up to 7"			
3.	-do-	Lead above 5 KM Diameter up to 7"			
4.	-do-	Lead 0 - 1 KM Diameter 7 " to 14"			
5.	-do-	Lead 1 - 5 KM Diameter 7 " to 14"			
6.	-do-	Lead above 5 KM Diameter 7 " to 14"			
		Total of Sl. No. 1 to 6			

Note : 1. In support of such work, The attested copy of satisfactory work completion support by the user agency should be enclosed for information to be given in column No.- 4

2. Similarly a separate certificate from the user agency should be enclosed indicating the No. of survived trees after 1 year from date of transplantation for the information being given in column No.-5

3. A separate certificate from the user agency should be submitted to indicating the date of start, date of completion and the no. of trees transplanted to ascertain the capability of transplanting 900 trees in six months for the information being given in column No.-6

Date & Place

Signature of the Applicant / authorized person

ILLUSTRATIVE SCOPE OF WORK

This scope of work is only illustrative. The actual scope of work will be governed by the agreement between the user agency and empanelled party.

1. The Contractor shall transplant the existing trees that are required to be transplanted from areas where development work such as roads, railways, airports, mines, power plants, buildings etc. are proposed. These trees are to be replanted in a nearby area as directed by the User Agency. This process will require the use of modern transplanting machines, trained manpower for transplantation and further maintenance for one year. All machines and manpower are to be provided by the contractor. Any items that are not specified but are normally required for transplanting work are considered part of the scope of work.
2. The transplanting work includes but is not limited to the following :
 - 2.1 Survey to be conducted.
 - 2.2 Clearing the site without causing disturbance to nearby natural vegetation.
 - 2.3 Supply of good quality top soil for soil mix preparation and backfilling.
 - 2.4 Preparation of plant material for transplantation.
 - 2.5 Containerizing of transplanted plant materials.
 - 2.6 Supply of other landscape materials including staking / guying etc.
 - 2.7 Weed control after transplanting till handover.
 - 2.8 Attendance to defects during liability / maintenance period.
 - 2.9 Housekeeping & disposal of debris (On and off site).
 - 2.10 Establishing and maintaining quality assurance, health & safety norms.

3. Transportation and Storage of plant material to be transplanted

The Contractor shall protect the trees to be transplanted in transit and after delivery to the plantation site. Care shall be taken to cover the branches of planting material with light weight netting.

4. Execution

4.1 Preparation of plant material : Upon receiving approval from the User Agency, the Contractor shall prepare the trees to be transplanted to the new site and replant them on location designated by the User Agency.

4.1.1 The Contractor shall remove secondary branches in such a way to preserve the natural character of the tree. Only clean and sharp tools shall be used. Cuts shall be smooth with no tearing or ripping of the bark. All dead and broken branches shall be removed.

4.1.2 The Contractor shall use only modern hi-tech machines of appropriate capacity for transplanting of trees.

4.1.3 The Contractor shall plant the trees securely, if required to prevent them from falling.

4.1.4 The trees shall be kept well-watered before transplantation.

4.1.5 The orientation of the tree with respect to the sun shall be marked on the tree trunk.

4.2 Cleaning of the site earmarked in receive transplanted plant material

4.2.1 The Contractor shall clear the area where the plant material is to be transplanted of existing vegetation not specified to remain and all other debris and foreign materials considered a hindrance to the transplanting operation. Natural vegetation and landscape in forest areas shall be preserved unless specifically instructed by the local DFO.

4.2.2 The Contractor shall maintain the existing topography.

4.2.3 The Contractor shall arrange to have all cleared materials moved away from the site at an appropriate location. The Contractor shall remove all visible weeds before any soil placement. Application of herbicide or any other chemical in forest areas in order to kill the weeds is not allowed unless specifically instructed by the local DFO.

4.3 Transplanting operations

a) The Contractor shall handle trees in a manner to avoid any damage to them.

- b) All uprooted and transported trees shall be planted on the same day they are delivered to the site.
- c) The contractor shall prepare the planting pit before the tree arrives on site. The planting pit for the tree shall be properly sterilized.
- d) All trees to be transplanted shall be delivered to the site on the day of the scheduled transplanting.
- e) Rooting hormone should be spread to the sides and base of the planting pit before planting.
- f) Damaged roots shall be clean-cut with a sharp blade prior to planting. Kinked or circled roots shall be severed to prevent future girdling of the plant.
- g) The Contractor shall set plant straight and brace rigidly in position until the soil mix has been trampled solidly around the root ball. The root ball should be saturated when $\frac{3}{4}$ of the planting pit is backfilled.
- h) The transplanted tree should be oriented in the same direction, relative to the sun, as it was facing in the previous location.
- i) The tree shall be kept moist. The crown of the tree should be irrigated as required. The root ball should be drenched with rooting hormone once every two (2) weeks. A mild fungicide should also be applied every two (2) weeks to the root ball area of the tree. Mild liquid fertilizer should be applied to the crown of tree (3) months after planting.

4.4 Maintenance

- 4.4.1 The Contractor should irrigate planting areas as required to ensure active growth. The areas shall be kept moist but not saturated.
- 4.4.2 The Contractor shall fertilize the transplanted tree as needed. The Contractor should exercise caution, proper supervision and take necessary measures to avoid scorching of plants.
- 4.4.3 The Contractor should keep planting areas free of weeds and undesirable grasses through weeding as required. Disposal of all weeds in appropriate trash containers is to be ensured.
- 4.4.4 The Contractor should inspect all plants for disease infestation or insect attack and treat the infected plant materials immediately with appropriate fungicide or insecticide until complete recovery.
- 4.4.5 The Contractor should remove damaged or diseased growth from all plant materials.

- 4.4.6 The Contractor should reinstate, tighten, repair, reset guides to proper grades or upright position for any plant that are not in their proper growing position.
- 4.4.7 The Contractor shall maintain records of maintenance procedures including manpower, description of tasks, fertilizers, irrigation, etc. These records shall be submitted to the User Agency upon completion of formal maintenance period.
