

## Minutes of PRE-BID MEETING for Forest Certification Tender 2020-21

आज दिनांक 25.11.2020 को 11.00 बजे पूर्वाह्न में निम्नलिखित Pre Bid Meeting, Video Conference के माध्यम से हुई।  
इस बैठक में निम्नलिखित संस्थाओं / Certification Bodies के प्रतिनिधियों ने भाग लिया :-

1. NCCF: डॉ० इंदु द्विवेदी
2. GICIA: श्रीमती तरुणा
3. Bureau Veritas (India) Pvt. Ltd. : श्री अभिरूप सेन
4. Sri Rupak Barua

Prebid Meeting में निम्नलिखित बिन्दुओं पर पृच्छा का सुझाव प्राप्त हुए:-

1. **Evaluation Criteria for Technical Bids:** Experience of completed Forest Evaluation - Certification Project in India :-  
At present, GICIA alone has experience of having completed one project under the NCCF scheme. There are **only three** CBs, having NABCB accreditation for Forest Certification. Besides GICIA, the other two CBs do not have NCCF scheme 'completed project' experience as NCCF scheme started only about 2 years ago in 2018. But Forest Stewardship Council (FSC) scheme for Forest Certification has been there in India for the last many years, before NCCF scheme.  
It was suggested by the CB (Bureau Veritas Pvt Ltd.) to consider FSC Forest Certification Job experience at par with NCCF scheme experience.
2. **Delivery schedule of Assessment Report** and PBG thereof:-  
Our tender document provides for 2 months time between date of submission of Pre Assessment Report and Assessment Report. CBs pointed out that it is too less for six divisions. For a single forest division 4 month time is ideal and for 6 divisions a longer time of 6-7 months is required.
3. **Area to be covered under the Certification Job:-** (Gross Area : Net Area)  
It was clarified that the division-wise areas specified in the tender are the notified forest areas and are to be covered under the Job.
4. **Separate Certificate for each Forest Division or One composite certificate for all the six forest divisions;** -  
so that cost and time is quoted by the CBs in the bid accordingly.  
It was conveyed that a decision on this issue will be taken and communicated to CBs & uploaded on our website soon.
5. **Annexure V- Financial Bid: One Bid for all six divisions or One separate Bid for each forest division:**  
It was clarified to submit One Financial Bid for all six Forest divisions, in Annexure V format and enclose One Supplementary Cost sheet each for each Forest division be enclosed (also in Annexure V format) with the **Financial Bid**. This arrangement may come handy at the time of processing of payments for the jobs done division-wise.
6. **Presentation by the CBs** on the date of opening of Bids:  
On account of COVID pandemic constraints, some CBs sought exemption from making Presentation in person. They were of the view that the **Work Plan and Methodology** to be submitted as per Annexure-VI with the Technical Bid can serve the purpose.  
It was conveyed to CBs that the option of making the 'Presentation' either in person or in the form of PPT (Power Point Presentation) will be considered & decision will be communicated to CBs and uploaded on the website soon.



7. **Delivery of 'Bid' by Pvt. Courier:-**

It was clarified that the 'Bid' can be submitted by hand or by courier (speed post or by Pvt. Courier).

8. **Annexure VI: Work Plan & Methodology :-**

500 words limit was pointed out as small. It was agreed to consider to increase it to 2000 words.


9. **Mode of Bid Opening:-** Whether online or offline :-

It was clarified that it would be done **manually (offline)** before the Procurement Committee.

10. **Time extension of the last date of submission of Bids:-**

It was suggested to extend last date by about 7 days to facilitate participation by all three CBs in the tender. An assurance was given to extend the last date.

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27/11/20

(D.K. Tewatia IFS)  
Addl. PCCF (FDA)