

**OFFICE- ADDITIONAL PRINCIPAL CHIEF CONSERVATOR  
OF FOREST, WORKING PLAN, JHARKHAND, RANCHI.**

No. 31/W- (25) 2018-1

Dated :12.10.2018

**NOTICE INVITING R.F.P.**

Sealed **R.F.P.** (Request for Proposal) is invited from Institutions or University of repute (in collaboration also), engaged in forest related research, education and training for assessment of Raw Material (timber) availability for the wood-based industries in Jharkhand state. The salient features of this study, eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website of Forest Department, Jharkhand at: <http://forest.jharkhand.gov.in>

Important information and tentative dates are given in the RFP document.

Interested applicants are requested to submit their response (proposal) to the RFP in a sealed envelope through Speed Post / Registered Post or deliver by hand super scribing **“RFP for Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand”** on top of the envelop at the following address on or before 30<sup>st</sup> October, 2018, 18.00 hrs. The sealed envelope of RFP shall contain two separate sealed envelopes, the first containing the Technical Bid along with all supporting documents and superscribed **“Technical Bid for Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand”**, and the second sealed envelope containing only the Financial Bid in the prescribed format and superscribed **“Financial Bid for Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand”**.

The submission must be addressed to: Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Block C, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand

The duration for the assessment would be 6 months.

2. A demand draft of **Rs. 25000/-** (Rupee Fifty Thousand only) as earnest money in favor of Additional Principal Chief Conservator of Forests, Working Plan, Ranchi, Jharkhand is required to be deposited (in original) in the office of

RFP Issuing Authority at Block C, Van Bhavan, Doranda, Ranchi- 834002 (Jharkhand) on or before bid submission closing date and time. The sealed envelop should be super scribed as **“*BID SECURITY for “Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand”*”** addressed to Additional Principal Chief Conservator of Forests, Working Plan, Ranchi, Jharkhand.

**3. The RFP document contains the following:-**

|            |                                       |
|------------|---------------------------------------|
| Annexure 1 | RFP Document                          |
| Annexure 2 | Programme details                     |
| Annexure 3 | Terms of Reference                    |
| Annexure 4 | Format for Technical & Financial bids |
| Annexure 5 | Technical Evaluation Format           |
| Annexure 6 | Format for Performance Security       |
| Annexure 7 | Acceptance letter                     |

**CRITICAL DATE SHEET**

|                                              |                                                                                                                                                                                                                                      |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Department                           | Department of Forest, Environment & Climate Change,<br>Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Ranchi,                                                                                           |
| Name of work                                 | Assessment of Raw Material (timber) availability for the wood-based industries in Jharkhand state.                                                                                                                                   |
| The last date for submission of the Bid      | 30 <sup>st</sup> October, 2018, 18.00 hrs.                                                                                                                                                                                           |
| Date and Time for Opening the Technical Bid  | 5 <sup>th</sup> November, 2018, 15.30 hrs.                                                                                                                                                                                           |
| Presentation by Team Leaders                 | 5 <sup>th</sup> November, 2018, 15.30 hrs.<br>Venue: conference Hall of PCCF office, 1 <sup>st</sup> Floor, Block A, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand.or soon there after                                              |
| Date and Time for Opening the Financial Bids | Will be intimated after finalization of Technical Bids                                                                                                                                                                               |
| Address for Communication                    | Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Ranchi, Block C, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand.<br>Website: <a href="http://forest.jharkhand.gov.in">http://forest.jharkhand.gov.in</a> |

The detailed RFP Documents may be downloaded from official website- <http://forest.jharkhand.gov.in> or may be obtained from the office of Additional Principal Chief Conservator of Forests, Working Plan, Ranchi, Jharkhand.

1. Bids through Email will not be accepted.
2. Bidders are requested to visit the website <http://forest.jharkhand.gov.in> regularly. Any changes/ modifications in RFP will be intimated by corrigendum through these websites only.
3. In case, holiday is declared by the Government on any of the critical days in the above task, the same will be opened/ undertaken on the next working day at the same time. The Department reserves the right to accept or reject any or all the RFPs without assigning any reason.
4. Applications received after last date & time and / or received through fax/e-mail, etc would be summarily rejected without any notice to the applicant and no representation or correspondence regarding such rejection shall be entertained under any circumstances.
5. No correspondence from any applicant for not being shortlisted/ considered for selection etc. would be entertained at any stage under any circumstances. Canvassing in any form will summarily disqualify the applicant
6. **The Organizations are required to Submit the following documents along with bid:**
  - a) Bid Security
  - b) Registration Certificate/ memorandum & Articles of Association and any other documents to certify the nature of existence of the Organization.
  - c) Audited Annual Accounts along with Audit Report of last three financial years.
  - d) Annual Report of last three years.
  - e) Attested copies of valid PAN of the Organization/Tax Account Number (TAN) and Service Tax Number (STN)/GST Number.
  - f) Executive summary of 3 study reports completed during last 5 years and documents of acceptance of the Reports by sponsoring authority.
  - g) An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm.

- h) A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organization
- i) Copies of certificates and proofs of previous engagements of the Project Director.
- j) Details of technical personnel, available with the organization, having expertise in studies for assessment of timber, growing stock and other similar studies along with their designation, qualification and experience.
- k) Technical Bid
- l) Financial Bid
- m) Technical Evaluation Format
- n) RFP Acceptance Letter.

Addl. PCCF, Working Plan,  
Jharkhand , Ranchi.

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The submission must be addressed to: Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Block C, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand

The study should be completed in six (6) months.

### 1. ELIGIBILITY

Institutions or University of repute (in collaboration also)/ organizations engaged in forest related research, education and training having team of professionally competent and experienced experts for assessment of timber availability for the wood-based industries in Jharkhand state.

Blacklisted Organizations are not eligible to apply.

### 2. IMPORTANT DATES

|                                              |                                                                                                                                                                                                                              |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Department                           | Department of Forest, Environment & Climate Change,<br>Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Ranchi                                                                                    |
| Name of work                                 | Assessment of Raw Material (timber) availability for the wood-based industries in Jharkhand state.                                                                                                                           |
| The last date for submission of the Bid      | 30 <sup>st</sup> October, 2018, 18.00 hrs.                                                                                                                                                                                   |
| Date and Time for Opening the Technical Bid  | 5 <sup>th</sup> November, 2018, 15.30 hrs.                                                                                                                                                                                   |
| Presentation by Team Leaders                 | 5 <sup>th</sup> November, 2018, 15.30 hrs.<br>Venue: conference Hall of PCCF office, 1 <sup>st</sup> Floor, Block A, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand or soon thereafter.                                      |
| Date and Time for Opening the Financial Bids | Will be intimated after finalization of Technical Bids                                                                                                                                                                       |
| Address for Communication                    | Additional Principal Chief Conservator of Forests, Working Plan, Jharkhand, Block C, Van Bhavan, Doranda, Ranchi. 834002, Jharkhand.<br>Website: <a href="http://forest.jharkhand.gov.in">http://forest.jharkhand.gov.in</a> |

### 3. SUBMISSION PROCESS

Willing and interested Organisations/ Institutions or University of repute (in collaboration also)/ organizations engaged in forest related research, education and training having team of professionally competent and experienced experts, desirous of undertaking the work may submit their two

part bid as technical and financial bids as per extant procedure elaborated in this document.

#### 4. **SELECTION PROCESS**

The Department of Forests, Environment, Climate Change, Government of Jharkhand invites technical and financial bids on sealed RFP from qualified organizations under **to two bid system** based on **Least Cost Selection Process**. Evaluation Committee will be constituted to evaluate and finalise the technical and financial proposals received in response to the RFP Notice. The technical bid would be opened by the Bid Opening Committee. Bid openers would open the bids and the reports/statements and sign them for further processing.

The Technical Evaluation Committee would shortlist the technically qualified bids after the presentations made by the respective Team Leaders. Financial bids of only the technically qualified bids would be opened. The date and time of opening of financial bids would be uploaded on the portal and shortlisted firms would be informed after short listing of technically qualified bidders. The parameters for assessing the technical bid are given at Annexure 5. The L-1 offer out of the responsive offers would be selected on price criteria alone, subject to the reasonability of the cost. The offered least price which is selected will be valid for one year. In the case where L-1 backs out or not willing to execute work/ debarred, the department reserves the right to negotiate with L-2 for execution of work at L-1 rate.

#### 5. **DOCUMENTS TO BE SUBMITTED:**

- a) Technical Bids
- b) Format for Technical Qualification (indicating fulfillment of all the indicated criterion)
  - i. Copies of Registration Certificate/Memorandum & Articles of Association and any other documents to certify the nature of the Organisation.
  - ii. Copies of Audit Annual Account of last three years
  - iii. Copies of last three (3) years Annual Report
  - iv. Financial years 2015-16, 2016-17 & 2017-18 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2017-18 being under audit,

average turnover of the previous three financial years which have been audited i.e. 2014-15 2015-16 & 2016-17 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2017-18 to establish that annual turnover of said years is also above Rs. 30 lakhs)

- v. Copy of valid PAN of the Organisation/Tax Account Number (TAN) and service tax number (STN)/GST Number.
  - vi. Executive summary of 3 study report completed in social sector sponsored by the Central/State Government/Central or State PSU that have also been accepted by the sponsoring organization during last five years. Documents of acceptance of the Reports by sponsoring authority may be submitted.
  - vii. A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organization
  - viii. Copies of proofs of earlier engagements/assignments completed by the Project Director.
  - ix. Details of technical personnel, available with the organization, having expertise in studies for assessment of timber, growing stock and other similar studies along with their designation, qualification and experience
- c) Financial Bids
  - d) Bid Security
  - e) RFP Acceptance Letter.

## 6. BID SECURITY

A demand draft of **Rs. 25000/-** (Rupee Fifty Thousand only) as earnest money in favor of Additional Principal Chief Conservator of Forests, Working Plan, Ranchi, Jharkhand is required to be deposited (in original) in the office of RFP Issuing Authority at Block C, Van Bhavan, Doranda, Ranchi- 834002 (Jharkhand) on or before bid submission closing date and time. The envelop should be super scribed as ***“BID SECURITY for Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand”*** addressed to Additional Principal Chief Conservator of Forests, Working Plan, Ranchi, Jharkhand.

**Government and other organizations exempted from payment of Bid Security may attach scanned copy of the document as a proof in this regard.**

**A.** The Bid Security submitted by the bidder will be forfeited if:

- If successful bidder fails to accept the Letter of Award (LoA)
- If bidder fails to furnish the required performance security within the specified period.
- The bidder withdraws bid after processing but before acceptance of award of contract issued by the Department
- The bidder violates any of the provisions of the terms and conditions of the RFP specifications.
- If bidder canvasses in any way for the bid.
- If bidder withholds information or submits false information

**B.** The Bid Security will be refunded to:

- The successful bidder, subject to submission of Performance Security
- The unsuccessful bidders, only after acceptance of award of contract by the selected bidder or in case of cancellation of RFP

The Bid Security will be refunded without any interest under all conditions. Offers received without Bid Security will be summarily rejected (other than those exempted).

## **7. PERFORMANCE SECURITY**

The successful bidder will be required to submit a Performance Security issued by any scheduled commercial bank@5% of the contract value. Performance Security may be furnished in the form of an Account Payee Demand draft or Bank Guarantee from a Commercial Bank. Performance Security would remain valid for a period of sixty days beyond the date of completion of the contract. The Performance Security may be invoked by the Department in case of failure of bidder to adhere to the terms & conditions of the contract. In case of delays in execution of project, the Department may seek extension of the Performance Security which will require to be acceded to by the Organization. Format is given at Annexure-6.

## **8. NON TRANSFERABLE BID**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease assignment or otherwise transfer shall be void and of no effect.

#### **9. COMPLETENESS OF BID OFFER**

The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the RFP document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the RFP document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the RFP document is not given therein, or if particulars asked for the Forms/Performa in the RFP are not fully furnished.

#### **10. TECHNICAL & FINANCIAL OFFER**

- The technical offer should comply with all the requisite information. The technical offer should be complete in all respect.
- The financial offer should give all relevant price information and should not contradict the technical offer in any manner.
- The prices quoted in the financial bid should be without any conditions.
- The price schedule must be filled in completely, without any error, erasures or alterations. Bidder should quote as per the format specified in Annexure 4. All prices to be quoted in Indian Rupees only.
- Price quotation accompanied by vague and conditional expressions will be treated as being at variance and shall be liable for rejection.
- It is the responsibility of the bidder to clearly identify all costs and complete all parts of the financial proposal in a clear and accurate manner.
- Omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Costs that are not clearly identified will be borne by the bidder.

## **11. TREATMENT OF DISCREPANCIES**

When there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his Bid will be rejected.

## **12. CORRUPT AND FRAUDULENT PRACTICES**

The Department will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such a n event.

## **13. LETTER OF AWARD AND CONTRACT AGREEMENT**

The Department will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties. The contract agreement will be signed within one week of issue of LoA after submission of the Performance Security as failing which the Department reserves the right to take appropriate decision.

1. **PAYMENT TERMS:** The release of payment shall be made by reviewing works and on submission of a certified statement of expenditures against previous release of funds.
2. The services to be provided by the agency/institution will be through deposit work at the cost of Forest Department, for which the Forest Department shall release fund in advance in installments as per stipulations mentioned hereafter.
3. Release of fund shall be made in 3 installments

1<sup>st</sup> installment : 10% (after receipt of Performance Security)

2<sup>nd</sup> installment : 50% (on completion of field survey, compilation of data and submission of draft project report- 15 copies)

3<sup>rd</sup> installment : 40% (After acceptance of Report by the Department with submission of ***20 copies\_of the final report*** along with its soft version)

#### **14. OWNERSHIP OF DATA**

The organization receiving funds for a project shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working with the Ministry at the time of submission of Final Report. The ownership of all such data shall remain with the Forest Department. All raw data compiled during the study shall be transferred to the Ministry. No data collected in context of the study may be destroyed or otherwise disposed off or given to any other organization/individual, unless so approved by the Department.

#### **15. SUBCONTRACTING**

The bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the bidder under the contract without the prior written consent of the Department.

#### **16. TERMINATION OF CONTRACT**

The agreement can be terminated at any stage of the project if both parties/any of the parties individually agree to do so due to circumstances beyond their control after settling the financial liability at the time of termination.

#### **17. INTELLECTUAL PROPERTY RIGHTS**

The intellectual property generated through the project shall be jointly owned and shared by the Institute/Agency and the Forest Department.

#### **18. ARBITRATION**

In case of dispute if any, it is expected that the same should be resolved at the joint meetings first at the level of nominated representatives from both sides, failing which at the level of Director and APCCF. However, if an agreeable solution does not emerge, the decision of PCCF shall be final.

#### **19. AGREEMENT**

The selected bidder will confirm in writing that the conditions contained in the RFP document are acceptable to it as per RFP Acceptance Letter format in Annexure 7. The selected bidder will also execute a bond in favour of the Governor of Jharkhand to effect that it will abide by the terms and conditions attached to the funds and that in case it fails to abide by the same, it will refund to the Government the total funds sanctioned to it for the purpose with penal interest of 15% per annum thereon.

## **20. DEFAULT**

- i. The selected bidder shall execute a bond in favor of the Governor of Jharkhand to the effect that it would abide by the terms and conditions attached to the study and that in case it fails to abide by the same, it will refund to the Government the total funds sanctioned to it for the purpose with penal interest of 15% per annum thereon.
- ii. In case the selected bidder is found in-breach of any condition of RFP/bid evaluation the BID SECURITY/Performance Security shall be forfeited/ invoked.
- iii. Defaulter would entail blacklisting of the Organization by the Department for at least 3 years

## **21. GENERAL TERMS AND CONDITIONS**

- i. Bidders are advised to study the RFP/Bid Document carefully. Submission of the Bid shall be deemed to have been done after carefully studying and examination of all instructions, eligibility criterion, terms and requirement specifications contained in the RFP/bid document with full understanding of its implications. Failure to furnish all information required in the RFP/Bid Document or submission of a bid not substantially responsive to the RFP/Bid Document in all respects will be at the Bidder's risk and may result in the rejection of the bid.
- ii. Bidders are requested to submit the bids in English language only.
- iii. In case, the day of bid submission is declared Holiday by Govt. of Jharkhand, the next working day will be treated as day for submission of bids. There will be no change in the timings.

- iv. The Forest Department will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the RFP/Bid Document notice or submission of the bids.
- v. The offers submitted by telegram/fax/E-mail etc. shall not be considered.
- vi. Un-signed, un-stamped and without certificate for authorized person from bidders, bid shall not be accepted.
- vii. Conditional RFPs shall not be accepted on any ground and shall be rejected straightway.
- viii. Ambiguous bids will be out rightly rejected
- ix. Bids not accompanied by desired documents, would be rejected. Undertaking of subsequent submission of any of the above document will not be entertained.
- x. Forest Department also reserves the right to cancel this bid or modify the requirement without assigning any reasons.
- xi. Forest Department also reserves the right to modify/relax any part of the RFP/bid prior to the submission data and time. Any such changes will be published on the website as corrigendum and the participant bidders are supposed to take the corrigendum also into account prior to bid submission.
- xii. The decision of Forest Department arrived during the various stages of the evaluation of the RFP/bid is final & binding on all bidders. Any representation towards these shall not be entertained by Forest Department.
- xiii. In case the selected bidder is found in-breach of any condition of RFP/bid evaluation the BID SECURITY/ Performance Security shall be forfeited /invoked, besides debarring & Black listing the selected bidder concerned for at least 3 years, for further dealing with Forest Department.
- xiv. Any attempt by bidder to bring pressure towards Forest Department's decision making process, such bidders shall be disqualified for participation in the present RFP/bid and those bidders may be liable to be debarred from bidding for Forest Department RFPs in future for a period of three years.
- xv. Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid

shall be summarily rejected and not correspondence on the same, shall be entertained. Further, Bid Security/ Performance Security shall also be forfeited/ invoked.

- xvi. Forest Department will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this RFP/bid.
- xvii. The bidder shall be governed by the laws and procedures established by Government, within the framework of applicable legislation and enactment made from time to time.
- xviii. The Department has the right to cancel the request for proposal and not to proceed for the sponsoring evaluation study at any stage without assigning any reason, whatsoever.

Additional Principal Chief Conservator of  
Forests, Working Plan, Jharkhand  
Van Bhawan, Doranda, Ranchi.

**PROGRAMME DETAILS**

**PROJECT FOR ASSESSMENT OF THE AVAILABILITY OF RAW MATERIAL (TIMBER) FOR WOOD BASED INDUSTRIAL (WBI) UNITS IN JHARKHAND**

**Background:**

As per the direction of Hon Supreme court of India, a new "Guideline for the Wood Based Industries of India was notified in the official Gazette, dated 11/11/2016 and circulated by MOEFCC, GOI". This guideline prescribed a State Level Committee (SLC) comprises of different officials from GOI, GOJ and also an invited member from the association of WBI to administer the new license giving process for WBI in the State.

As per this guideline, one of the major responsibilities of the SLC is to assess the quantity of Raw material (timber) likely to be available for utilization of Wood Based Industries (different types) in Jharkhand, by commissioning a study.

The present SLC proposes that, the assessment of Raw material (timber) availability for the wood-based industries in Jharkhand state should be carried out by an independent institute/ university/ organisation of repute, under its direct supervision as prescribed in the present guideline.

**Objectives:**

1. To quantify such raw material that may be "sustainably harvested from the forest areas" as per the working plans/ working schemes/ management plans duly approved the competent authority.
2. To quantify such raw material that is available from the "Trees outside forest" areas, including the private plantation, agro-forestry plantation and plantation raised on non- forest government lands etc.
3. To quantify "Net inter-state import" of such timber into Jharkhand.
4. To quantify "Net international import" of such timber into Jharkhand (including and excluding its use in Special Imported Timber Conversion Zone)

5. Final assessment of timber availability for WBI in Jharkhand on basis of above four.

**Methodology:**

1. Review all the literature including guideline, Hon. Supreme Court orders CEC instructions etc, related to assessment of growing stock and wood based industries.
2. Collection and analysis of all working plan/ working schemes/management plans of notified forest areas to assess the timber available/ growing stock available for wood based industries (excluding demand of local dwellers for small woods/timber).
3. Collection and analysis of all the existing data/ information on the trees/ forest/ tree plantations etc., outside the notified forest areas.
4. Creation of new data base on the basis of random sampling/satellite imagery/GIS/ survey etc., to assess the amount of timber available from different sources for the WBI of Jharkhand on the Basis of established tools/ statistical methods.
5. Collection and analysis of the interstate transport of timber (produced in Jharkhand and other state) coming in and going out of Jharkhand from available data/ information from different sources, sample study etc., to assess the net interstate import of such timber into Jharkhand.
6. Collection and analysis of the data of international imported timber coming to Jharkhand through different ports and state borders and calculate net international import of timber to Jharkhand, including and excluding its use in Special Imported Timber Conversion Zone.
7. Tabulation and calculation the timber available from the above with sound statistical methods/ tools to give the final assessment of timber availability for the WBI in Jharkhand in CMT.

The steps of the study should consists of review of Working plan/ management plan of various division, growing stock/ harvesting data from forest management plan, State Forest Department studies/reports, Forest Survey of India studies, ICFRE studies, National

Policies, State Policies, University studies, Statistics of Jharkhand forest department, State annual journal administration report., Stakeholder mapping and engagement, field data collection and survey, collation, analysis of data, report compilation.

It must involve Literature Review, Stakeholder mapping and engagement, Field data collection and survey, use of RS and GIS, Collation Analysis of data, Compilation of final report of study.

### **1. Assessment of Availability, Distribution and Yield of raw material from sustainably harvested wood from forest**

It includes Literature review, Designing field assessment in all districts, Collection of data, Enumeration and measurement of trees through laying out sampling plots, reconnaissance and sampling survey on sampled plots in different forests shall be done using Satellite data of high resolutions with GIS tools.

Data related to assessment of growing stock and wood based industries. Collection and analysis of all working plan/ working schemes/ management plans of notified forest areas to assess the timber available / growing stock available for wood based industries (excluding demand of local dwellers for small woods/ timber),

It also include Creation of new data base on the basis of random sampling/satellite imagery/GIS/ survey etc., to assess the amount of timber available from different sources for the WBI of Jharkhand on the Basis of established tools/ statistical methods, Compilation of Data, collation and analysis.

### **2. Assessment of Availability, Distribution and Yield of raw material from Trees outside forest**

This is comprised of Literature review, Designing field inventory in selected districts with study parameters, Inventory survey of raw material available within Industries, public and farmer's association/federation, Collection and analysis of all the existing data/ information on the trees/ forest/ tree plantations etc., outside the notified forest areas, Creation of new data base on the basis of random sampling/satellite imagery/GIS/ survey etc., to assess

the amount of timber available from different sources for the WBI of Jharkhand on the Basis of established tools/ statistical methods.

Collection of data from FSI carrying out inventory at national level, State forest development corporation, Agriculture & Horticulture department or other concerned departments of Jharkhand Government, Compilation, collation and analysis of data so obtained.

### **3. Assessment on availability of raw material from net inter-state import to Jharkhand**

For Collection and analysis of the interstate transport of timber (produced in Jharkhand and other state) coming in and going out of Jharkhand from available data/ information from different sources, sample study etc., to assess the net interstate import of such timber into Jharkhand, Literature review, Survey of processing and trading units, Data collection from various sources like Check Posts/ Wood Based Industries, Analysis and Report preparation shall be done.

### **4. Assessment of availability of raw material from net international import to Jharkhand**

For Collection and analysis of the data of international imported timber coming to Jharkhand through different ports and state borders and calculate net international import of timber to Jharkhand, including and excluding its use in Special Imported Timber Conversion Zone Literature review, Survey of processing and trading units, Data collection from Check Posts/ Wood Based Industries, Analysis shall be done for final Report preparation.

The content of the activities for Scope of work is given below:

#### **Literature**

This should be focused on diagnostic review of available literature such as Working plans/ management plans of various division, growing stock/ harvesting data from forest management plan, State Forest Department studies/reports, Forest Survey of India studies, ICFRE studies, National Policies, State Policies, University studies, Statistics of Jharkhand forest department, State annual journal administration report.

The focus would be on growing stock & proposed annual yield species wise. The secondary data may also be obtained available from Forest survey of India, Central & state department government/public resources/ industries/research papers etc.

Among other documents may include the policies of the state and central government, past studies done by research institutes, universities, non-government organisations, Forest Survey of India and the State Forest Department.

### **Stakeholder Mapping & Engagement**

During this stage the project team will undertake stakeholder mapping and outreach activities to enlist the relevant stakeholders. The purpose of stakeholder mapping is to identify categorized and engaged relevant stakeholder in the assessment.

Stakeholder will be characterized as per the scope of work i.e. for assessment of tree outside forest will involve federation of farmers, growers, traders, and any other category that might be involved in production and Trade in Timber.

Stakeholder engagement will involve reaching out to map stakeholders, understanding their involvement and decision making on availability of raw material for wood based industries with in different categories as detailed in scope of work such as forest, tree outside forest, net interstate/ international import.

### **Field Data Collection and Survey**

The strategy for field data collection should be focused on areas and point based sampling which will be selected randomly in each district/ division. The selection of sample area shall be decided based on the distribution density of wood based industries and selected point of entries into the state such as check post and in consultation with the Forest department Officials.

The use of variety of qualitative and quantitative method of data collection during the assessment to gather information about the objectives should be adopted.

The method of collection to be used will include questionnaires, structured interviews & focused group discussion and attempt shall also be made to get feedback from stakeholders about the validity of information gathered during the literature review.

All surveyed units for each scope of work shall be geo referred with hand held GPS. This activity will be followed with the physically visiting the units with a structured questionnaires.

The portion of material that is produced within the state verses material i.e. going out of Jharkhand from different sources to assess the net interstate or international import shall also be recorded.

### **Collation, Analysis of Data**

Tabulation and calculation the Raw material (timber) available from the above with sound statistical methods/ tools to give the final assessment of timber availability for the WBI in Jharkhand in CMT.

This activity should consist of developing a data base of all the data. Data collected from activities performed during different stages of project will be compiled and projected in an easily retrievable format.

The data analysis shall be focused on following points- Growing stock available and annually harvested, all existing data, information on trees/forest/ tree plantation etc.,

Outside the notified forest area, Interstate transport of timber (Produced in Jharkhand and other states), Coming and going out of timber out of Jharkhand for net interstate import of such timber, International imported timber coming to Jharkhand through different port and State borders, Calculating net international import of timber to Jharkhand, Including and excluding its use in special imported timber conversion zone, Tabulation and calculation of the timber available from the above to give the final assessment of raw material (timber) availability for the WBI in Jharkhand.

Final assessment shall be based on analysis of data collected from sample sites and surveys through questionnaires.

The data shall also be analysed quantitatively and qualitatively from all relevant information collected as primary and secondary data. Data

analysis shall be done to analyse Gap, Risk and SWOT.

### **Report Compilation and Submission**

After analysing the results across the process and outcome, the report shall be prepared on the basis of the collected analysed data from detailed methodology covering the scope of work on assessment of availability of raw material for wood based industrial unit in Jharkhand.

### **Duration of Study:**

SIX months, however, the duration may be reasonably extended depending upon circumstances mutually agreed by both the parties.

### **Project Team:**

An Institution/ organisation or University of repute (in collaboration also), engaged in the forest related research, education and training can apply for this project.

The applicant should have enough trained manpower to take detailed field studies, surveys etc. The team shall include multidisciplinary specialist to enable study after consulting stake holders of wood based industries.

The Leader of the project should have at least 25 years of experience in forest management at very higher level. The team should consist of at least four more members' having good knowledge in the field of forestry, statistics, GIS and Socio-economic etc.

Detail qualifications are as per below-

Lead consultant: specialized in forests/natural resources governance/ forest management, with a Ph. D. and at least 25 years of experience. Good knowledge of the situation in Jharkhand is highly desirable. He should have prior experience in the field of assessment of timber or forest produce in any state of India. S/He will have proven experience delivering quality outputs on time and will have proven experience leading multi-disciplinary teams. S/He will be responsible for leading the team, coordinating the preparation of outputs, and engaging directly with the client.

Research Associates: One with at least a post graduate degree (forestry, Forest management) with 10 years of experience. Good knowledge of the forestry situation in Jharkhand is highly desirable. S/He should have knowledge and experience with the forest industry development, remote sensing etc., as well as the silvicultural and ecological dimensions of forestry.

Research scholars: Three with at least a post graduate degree in Forestry, Forest management, or statistics. They should have knowledge and two year experience with the forest based industry as well as the silvicultural and socio-ecological dimensions of forestry.

### **Monitoring of the project:**

This project will be done under the supervision of the SLC and will be monitored regularly. All the information collected/ collated and analyzed, should be shared with the SLC. SLC is the final authority to take decision related to the technical and administrative matter of the project and also final authority.

## TERMS OF REFERENCE

| Sl.No. | COMPONENTS OF STUDY                                                                               | COVERAGE        |
|--------|---------------------------------------------------------------------------------------------------|-----------------|
| 1.     | Assessment of Raw material (timber) availability for the wood-based industries in Jharkhand state | Jharkhand State |
| 2      | Duration of study - Six (6) months                                                                |                 |

**Objectives:**

- i. To quantify such raw material that may be "sustainably harvested from the forest areas" as per the working plans/ working schemes/ management plans duly approved the competent authority.
- ii. To quantify such raw material that is available from the "Trees outside forest" areas, including the private plantation, agro-forestry plantation and plantation raised on non- forest government lands etc.
- iii. To quantify "Net inter-state import" of such timber into Jharkhand.
- iv. To quantify "Net international import" of such timber into Jharkhand (including and excluding its use in Special Imported Timber Conversion Zone)
- v. Final assessment of timber availability for WBI in Jharkhand on basis of above four.

**Deliverables:**

- I) Inception report within three weeks of the commencement of the project, which should include details of persons actually engaged, timeline, methodology in detail, man-hour to be spend for each objective, field visit plan, literature survey, data collected for the project etc. This is will be in 10 copies.
- II) Draft Final Report on or before 5.5 months of the commencement of the project. It will be in 15 copies. After submission of the draft report, project leader has to give a detail presentation (PPT) on the draft final report to the SLC and seek suggestion, remarks, corrections etc.
- III) Final Report: 6 months: 20 copies (Colour) and a soft copy of the report (PDF & word format). A presentation (PPT) on the final report and finding to the SLC and FD should be presented.

All the data, information, map, tables, report etc., collected, collated, generated (both soft and hard form) should be handed over to the Forest

Department and will be exclusive property of the Jharkhand Forest Department and SLC.

| <b>SL. No.</b> | <b>Type of Report</b> | <b>Duration</b>                                           | <b>Number of copies to be submitted</b>                               | <b>PPT. to be Presented</b>      |
|----------------|-----------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------|
| 1              | Inception Report      | within three weeks of the commencement of the project     | 10                                                                    |                                  |
| 2              | Draft Final Report    | On or before 6 months of the commencement of the project. | 15                                                                    | Before SLC                       |
| 3              | Final Report          | Six Months                                                | 20 copies ( Colour) and a soft copy of the report (PDF & word format) | Before SLC and Forest Department |

## TECHNICAL BID

**I. Intuitional particulars**

1. Name of the bidder (in Block letters)  
\_\_\_\_\_
2. Address  
\_\_\_\_\_
3. BID SECURITY (DD No., Date & name of Bank)  
\_\_\_\_\_
4. Name of the representative of bidder  
\_\_\_\_\_
5. Telephone No./Mobile No.  
\_\_\_\_\_
6. PAN of organization  
\_\_\_\_\_
7. TAN/STN/GST Number/Title of the project  
\_\_\_\_\_
8.
  - a. In case the organization is established under the Act of parliament/State legislature, the name of the Statute, No. of Act and year
  - b. In case the organization is established under the societies Registration Act, the Place, registration number and Date of registration.
9. If Semi-Government organization, the name of the Government Department to which it is attached (with complete address).
10.
  - a. Whether organization has a source of income
  - b. If yes then how much per annum and from which source-give details
  - c. Whether it runs on no-profit no-loss basis
11. Brief history of the organization, its objectives and activities.
12. Whether the organization has any previous experience in the field mentioned in Annexure-6, if so, details thereof

**II. Project Outline**

1. Objectives
2. Justification for taking up the study
3. Approach and methodology

The approach and methodology to be adopted by the organization for proposed study should be appropriate. The following should be borne in mind

- The Project team has necessary skills in statistical tools of analysis and sampling methodologies including GIS.
- Details of statistical tools and applications to be used are indicated in the proposal
- The primary data to be collected on the objectively verifiable indicators and factual information
- Organisation will use experts/manpower in all regional language/local language as and when required.
- Organisation has demonstrate capacity to carry out structured evaluations
- Organization has capacity to prepare a feasible and analyze data from variety of sources at disaggregated level.
- Organisation has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- Organization has capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- Organization has willingness to undertake the assignment in the given timeframe.
- Organization has sufficient infrastructure facilities including office and modern office equipment
- Organization has ability to develop and prepare the entire data collection instruments format, tabulation plans etc.
- Organization has ability to undertake survey work in all sample districts.
- Organization has ability to cross/back check of primary data.
- Data collection is application based and not manual
- Enumerators are appropriately trained

- Adequate photographs may be taken during the Interaction/Interview/Survey/Primary data collection process
4. **Time schedule:** Estimated time in which project will be completed (total project duration along with phase-wise details)

### **III. Staffing pattern**

1. Name of the Project Director along with his/her bio-data

### **IV. List of documents (copies) to be uploaded with application form**

1. Bid Security.
2. Registration Certificate/ memorandum & Articles of Association and any other documents to certify the nature of existence of the Organization.
3. Audited Annual Accounts along with Audit Report of last three financial years.
4. Annual Report of last three years
5. Attested copies of valid PAN of the Organization/Tax Account Number (TAN) and Service Tax Number (STN)/GST Number
6. Executive summary of 3 study reports completed during last 5 years and documents of acceptance of the Reports by sponsoring authority.
7. An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm.
8. A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organization
9. Copies of certificates and proofs of previous engagements of the Project Director
10. Technical Bid
11. Financial Bid
12. Technical Evaluation Format
13. RFP Acceptance Letter.

14. Details of technical personnel, available with the organization, having expertise in studies for assessment of timber, growing stock and other similar studies along with their designation, qualification and experience.

I hereby declare and affirm that I have read and understood the terms and conditions of the contract as stipulated in the RFP document.

To be signed by  
Project Director of the Project  
Head of the organization/authorized signatory  
(Signature)

**FINANCIAL BID**

| <b>Item of Work</b>                                                                                         | <b>Financial Bid( component wise) in<br/>Rs. Inclusive of all admissible taxes,<br/>if any.</b> |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Assessment of the availability of raw material (timber) for Wood based Industrial (WBI) units in Jharkhand. |                                                                                                 |
|                                                                                                             |                                                                                                 |

Place:

Date:

Signature of the Authorized  
Signatory with seal

**Note:** The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws. (iii) Costs (including break down of costs) shall be expressed in INR

## Annexure- 5

### Evaluation Criteria and scoring pattern:

| Parameter                                   | indicator for assessment                                                                         | Max. score | Break-up of score                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------|
| Experience and qualification of team leader | Educational Qualification                                                                        | 10         | As per the notice inviting expression of interest -5 marks<br>Doctorate in Forestry and related matters -5 marks |
|                                             | Experience in forestry and management related practices specifically in forest survey            | 10         | 15 years -5 marks<br>1 mark for each extra year of experience (upto max. of 5 marks)                             |
| Staff Profile                               | No. of technical staff with experience in forests and forest management including forest survey. | 05         | ≥ 4 persons – 05 marks<br>3 persons – 04 marks<br>2 persons – 03 marks<br>1 person – 02 marks                    |
|                                             | No of women professionals in the organisation                                                    | 05         | ≥ 4 persons – 05 marks<br>3 persons – 04 marks<br>2 persons – 03 marks<br>1 person – 02 marks                    |
| Work Experience of staff on roll            | At least one GIS trained professional in the team                                                | 05         |                                                                                                                  |
|                                             | No. of persons having experience in forest survey                                                | 05         | 1 person –03marks<br>more than one person – 05 marks                                                             |
|                                             | No. of persons having experience in forest management including JFM                              | 05         | 1 person – 03 marks<br>more than one person – 05 marks                                                           |
| Presentation by the team leader             | Brief overview of the assessment Work                                                            | 05         |                                                                                                                  |
|                                             | Description of the steps involved - Way forward                                                  | 10         |                                                                                                                  |
|                                             | Survey methodology                                                                               | 10         |                                                                                                                  |

|  |                                                                                                                   |    |  |
|--|-------------------------------------------------------------------------------------------------------------------|----|--|
|  | Technical aspects involved in the preparation of the plan- guidelines issued by the State and Central Governments | 10 |  |
|  | Overall articulation of the concept and command over English language                                             | 20 |  |

**Note: Fulfillment of each of the above criteria is mandatory along with submission of documentary proof as indicated above for qualifying the technical bid.**

**Performance Security Form**

**THIS IS BANK GUARANTEE**

To,

(Name of Indenter)

WHERE AS.....

(Name of Bidder) hereinafter called the “Bidder” has undertaken contract no..... dated .....2017 to render services hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the contract.

AND WHERE AS we have agreed to give the Bidder a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of ..... (among of the guarantee in Words and Figures) and we undertake to pay you , upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit of ..... as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of .....2018

Signature and Seal of Guarantors

Date:

Address:

**RFP ACCEPTANCE LETTER**

(To be given on Company letter head)

Date

To,

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Sub: Acceptance of Terms& Condition of RFP.

RFP Reference No: \_\_\_\_\_

Name of RFP/Work:-

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Dear Sir,

1. I/We have downloaded/ obtained the RFP document (s) for the above mentioned 'RFP/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website (s)

2. I/We hereby certify that I/We have read the entire terms and conditions of the RFP documents from page no. -----to ----- (including all documents like annexure (s), schedule(s), etc.), which form part of the

contract agreement and I/we shall abide hereby by the terms/condition/clauses contained therein.

3. The corrigendum (s) issued from time to time by your department/organization to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the terms & conditions of above mentioned RFP document(s)/corrigendum(s) in its totality/entirety
5. In case any provisions of this RFP are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this RFP/bid including forfeiture of the Bid Security absolutely and necessary action be initiated as per terms & conditions of the RFP document and extant rule of Govt. of Jharkhand.

Yours Faithfully,

(Signature of the Bidder with official Seal)