

Government of Jharkhand
Department of Forest, Environment & Climate Change

OFFICE OF ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS,
CAMPA, JHARKHAND
(Van Bhawan, Doranda, Ranchi - 834002)

Notice Re-inviting Expression of Interest (EOI)
for
Selection of Service Provider Agency for transplanting of standing
trees by tree-transplanting machines

Department of Forest, Environment & Climate Change, Government of Jharkhand, invites Expression of Interest (EOI) from well-established, reputed and eligible agencies to provide the services on complete job basis for transplanting, by use of tree transplanting machines, of approx. 25,000 trees of various species upto 14" diameter at breast height, standing on lands meant/ diverted for different National Highways/ State Highways/ roads and other development projects in the State of Jharkhand. It is intended to engage 10 (ten) Tree Transplanting Machines on hire basis. The work of transplantation of tree can be anywhere in the State of Jharkhand and will purely be on temporary basis, initially for a period of one year, extendable further upto one more year depending on satisfactory service. All resources, including human, machinery and material resources, will be the sole responsibility of the agency.

The agency will be selected by the Department depending upon the adequacy/ capacity of the applicant agency for the said work.

Interested agency may submit their "EOI" in a sealed envelope clearly superscribed as "*Selection of Service Provider Agency for transplanting of standing trees by tree transplanting machines*", addressed to **The Additional Principal Chief Conservator of Forests, CAMPA, Jharkhand, Ranchi-834002** on or before **28th November, 2016** by **6.00 PM**. The agency should ensure that the EOI should reach in the office by closing date and time by hand or through Registered Post/ Speed Post.

Interested and prospective agency may obtain further details along with EOI document (Part-I Terms of Reference; and Part-II Bid Forms) from the website www.jharkhand.gov.in/ www.forest.jharkhand.gov.in or collect, free of cost, the EOI document along with details from the **Office of The Additional Principal Chief Conservator of Forests, CAMPA, Jharkhand, Ranchi-834002** during office hours (10.00 AM to 6.00 PM) on all working days from **11th November, 2016** onwards.

*Abhijit
09/11/16*

Additional Principal Chief Conservator of Forests
CAMPA, Jharkhand, Ranchi

OFFICE OF ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS,
CAMPA, JHARKHAND
Van Bhawan, Doranda, Ranchi - 834002

TERMS OF REFERENCE (TOR)

for

**EOI for Selection of Service Provider Agency for transplanting of
standing trees by tree-transplanting machines**

There are approximately 25,000 trees of diameter upto 14" at breast height, standing on lands meant/ diverted for various National Highways/ State Highways/ roads and other development projects spread all over the State of Jharkhand which are to be transplanted at nearby site (generally within 1000 M). It is intended to engage 10 (ten) Tree Transplanting Machines on hire basis. The number of trees may vary in view of the additional number of projects, higher capacity of tree transplanting machine if it could handle higher diameter tree, etc.

Department of Forest, Environment & Climate Change, Government of Jharkhand has decided to procure the services on hire basis for complete job of transplanting of trees standing on lands meant/ diverted for such development projects in the State.

The aforesaid work may be located anywhere in the State of Jharkhand and will purely be on temporary basis, initially for a period of one year, extendable further up to one more year depending on satisfactory service. All resources, including human, machinery and material resources, will be the sole responsibility of the agency.

The agency will be selected by the Department depending upon the adequacy/ capacity of the applicant agency for the said work.

Department invites eligible agencies to indicate their interest in the manner prescribed hereunder for providing the required services. Interested agencies should provide information demonstrating that they have the required qualifications, relevant experience and resources to perform the service.

I. SHORT-LISTING CRITERIA

1. The agency must have an independent legal existence, registered under the applicable Act. [Submit proof of Registration/ Certificate, Articles and Memorandum of Association].
2. The agency must have experience in providing services of tree transplanting by Tree Transplanting Machine (attach supporting documents).
3. The Agency must have provided such services successfully during last three years in India (attach supporting documents).
4. The agency must have qualified and sufficiently experienced personnel (including at least one Tree Biologist/ Silviculturist) and a minimum of 10 (ten) number of appropriate Tree Transplanting Machines, besides adequate number of complementary machines and other requisite resources to successfully carry out the job in time (attach supporting documents).
5. The Agency must not have been debarred/ blacklisted by any Govt. sector/ PSUs/ bilateral and multilateral agency for the service, ever in the past (Affidavit by the Notary of the same to be submitted by the Agency).

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6. The Service Provider Agency must have a minimum turnover of Rs. 100 lakhs (Rupees One Crore) every year for the last three financial years (2013-14, 2014-15 & 2015-16). Audited financial statements for last three years should be submitted along with the technical proposal. In case segment-wise result is not mentioned in the audited financial statement, a certificate to this effect may be enclosed from Agency's Chartered Accountant.
7. The Agency must have PAN, Service Tax registration and registration under applicable laws and should submit copies of the same. Consortium bidding to fulfil the eligibility criteria of this EOI shall not be allowed at any stage.

II. OBJECTIVES OF THE ASSIGNMENT

1. Transplanting of specified trees standing on development project lands all over the State of Jharkhand by tree transplanting machines.
2. Carrying out pre-transplant assessment (feasibility) of specified standing trees and post-transplant care as well as tree health monitoring for six months.
3. Documentation and learning.

III. SCOPE OF WORK

1. The Department will engage a "Service Providing Agency" to undertake earliest possible transplanting of specified trees standing on development project lands all over the State by use of tree transplanting machines (approx. 25,000 trees upto 14" diameter at breast height). The number of trees may vary.
2. Service Providing Agency shall carry out pre-transplant assessment (feasibility) of specified standing trees and post-transplant care as well as tree health monitoring for six months.
3. Documentation and learning.

IV. KEY TASK AND RESPONSIBILITY

1. The Service Providing Agency will be responsible for transplanting of specified trees on development project lands located anywhere in the State of Jharkhand by tree transplanting machines (approx. 25,000 trees of various species of diameter 14" and below at breast height). The number of trees may vary in view of the additional number of projects, higher capacity of tree transplanting machine if it could handle higher diameter tree, etc. The list of trees to be transplanted along with the transplantation sites will be handed over to the Agency in advance by the authorities concerned.
2. Service Providing Agency shall carry out pre-transplant assessment (feasibility) of specified standing trees and post-transplant care as well as tree health monitoring for six months.
3. Service Providing Agency shall maintain all documents pertaining to tree transplanting which includes the list of trees to be transplanted with location map, along with geo-coordinates (location) of trees to be transplanted and that of their transplantation sites, duly signed by the concerned authorities, pre- and post-transplanting photo/ videographs of the trees, etc. and handover the same to the Department after completion of the work.
4. Service Providing Agency shall execute the work in time as per work order and the list of trees specified for transplanting along with that of transplantation sites with requisite maps (to be supplied by the forest/ other authorities concerned).
5. The Service Providing Agency is expected to maintain highest degree of transparency.
6. The Service Providing Agency will be solely responsible for its manpower, machines, materials and the like.

A. S. Pandey
08.11.16

7. All governance, monitoring and reporting aspect of this assignment at region/ wing level will be controlled by the concerned Regional Chief Conservator of Forests or Chief Conservator of Forests of Wildlife Wing, as the case may be. The Service Providing Agency will need approval for its activity plan from the said authority concerned on a regular interval or on monthly basis.

V. EXPERIENCE OF SERVICE PROVIDING AGENCY

A. Mandatory

1. The Service Providing Agency should have the proven experience in providing services of tree transplanting by use of Tree Transplanting Machines.
2. The Agency should have provided such services successfully in last three years in India.

B. Desirable

Preference will be given to the Agencies who have proven experience of more than three years in such tree transplanting.

VI. DURATION OF THE ASSIGNMENT

1. The total duration of the assignment will be initially for a period of one year from the date of signing of contract. Thereafter, based on continued satisfactory performance and requirement of the Department, the contract may be extended further upto one more year on mutually agreed terms and conditions.
2. The agency should ensure that the work begins within time limit to be specified in the agreement/ contract.

VII. TECHNICAL PROPOSAL EVALUATION

The date and time of opening of the Technical Proposals/ Bids by the Selection/ Procurement Committee will be decided and intimated by the Department to the bidders. Technical Proposals/ Bids will be evaluated on the basis of eligibility criteria and only those bidders, who meet all eligibility criteria, will be called for Interview/ Presentation before the Committee. Thereafter, the Selection/ Procurement Committee will prepare the list of agencies technically suitable for the job.

VII. FINANCIAL PROPOSAL EVALUATION

1. Financial Proposal of only those agencies who are found technically suitable for the job, will be opened and the date and time of opening of financial proposals/ bids by the Selection/ Procurement Committee will be decided & intimated by the Department to such bidders separately. Agencies are at liberty to be present personally or through their authorized representative (one representative per bidder) at the time of opening of financial proposals/ bids.
2. The participating agencies are required to quote their "Unit Rate" for transplanting one tree on-site anywhere in the State by Tree Transplanting Machine. It is clarified that the "Unit Rate" shall include all costs involved in on-site transplanting of one tree (including that of pre-transplant assessment, pit creation and silvicultural observation/ maintenance for six months), but excludes taxes which are to be mentioned separately in Financial Bid Form.
3. Department will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest "Unit Rate".

4. Department reserves the right to award tender to one or more than one bidder in part or full, as and when felt necessary, to any other Technically Qualified Bidder Agency without assigning any reason, at the same rate, terms & conditions to which the tenderer shall not be entitled to any compensation or consideration in any of such events. Department also reserves the right to cancel/ abandon the tender process at any stage without assigning any reason.

IX. EARNEST MONEY DEPOSIT/ PERFORMANCE GUARANTEE

A. Earnest Money Deposit

The agency shall furnish an Earnest Money Deposit (EMD) of INR 50,000/- (Rupees Fifty Thousand Only) through demand draft drawn on a Nationalized Commercial Bank, in favour of "Additional Principal Chief Conservator of Forests, CAMPA, Jharkhand", payable at "Ranchi" at the time of submission of proposal along with technical proposal. The EMD of the unsuccessful bidders will be refunded/ returned within 15 days from the opening of financial bids.

B. Performance Guarantee

1. The successful bidder shall furnish Performance Security for an amount of 10% of the total value of the bid or the EMD, whichever is higher, to ensure due performance of the contract, within 15 (fifteen) days from the date of receipt of communication from the Department informing "Acceptance of Bid". The Performance Security shall be furnished in the form of Bank Guarantee of a Nationalized Commercial Bank, in favour of "Additional Principal Chief Conservator of Forests, CAMPA, Jharkhand", valid for a period of 18 months.
2. The performance security will be returned after a period of 180 days of expiry of the Agreement on provision of satisfactory services. The decision as to what constitutes "unsatisfactory service" shall solely lie with the Department which shall be final & binding.
3. Earnest Money of successful bidder will be refunded on receipt of performance guarantee.

X. AWARD OF CONTRACT

1. The contract shall be awarded to Service Providing Agency, by conveying acceptance of their proposal by the Department in writing.
2. All the terms and conditions as stated in the EOI documents, Appendices and Acceptance conveyed by the Department would constitute the terms of agreement.
3. The selected Service Providing Agency is expected to commence the Assignment on the date and at the location to be specified in the Agreement to be issued by Department as per its requirement & on the terms & conditions specified.
4. Speed and adherence to stringent time limits shall be the key. Specific details and modalities shall be discussed in depth with the finalized bidder. The provisions in the tender are broad and details are to be understood in that context.

XI. COMMUNICATION OF ACCEPTANCE

1. Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/ e-mail or a formal letter of 'Acceptance of Bid' by hand informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder.

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2. Non-performance of any such obligations will make the bidder liable for consequential effects.

XII. PAYMENTS TO SERVICE PROVIDING AGENCY

1. The Service Providing Agency will be paid at the rates and in accordance with the terms & conditions as agreed to between the Agency and Department.
2. The contractor Agency will be entitled to a minimum guaranteed payment on per diem basis for each Transplanting Machine laid off for the whole day, which will be equivalent to the payment for transplanting five trees at the approved rate of payment, only if the Agency's Transplanting Machine is forced to lay off due to the reason of Department failing in discharge of its task/ responsibilities as per the terms & conditions as agreed to between the Agency and Department.

XIII. TERMINATION

A. By Department

Department may terminate, by not less than 7 (Seven) days' written notice of termination to the Service Providing Agency, to be given after the occurrence of any of the events as specified below :

1. If the Service Providing Agency commits breach of contract or do not remedy/ rectify a failure in the performance of their obligations under the Contract;
2. If the Service Providing Agency become insolvent or bankrupt;
3. If the Service Providing Agency is unable to perform the desired services for a period of not less than Seven (7) days; or
4. If the Department, in its sole discretion, decides to terminate the Contract at any stage.
5. In the event of a report of unsatisfactory service from the concerned field forest functionaries, after taking into consideration any other fact as may be relevant on a case to case basis.
6. In the event of violation of any of the terms & conditions of Contract by the agency, the Performance Security amount/ EMD shall stand forfeited in addition to blacklisting of Service Providing Agency for a period of 3 years.

B. By Service Providing Agency

The Service Providing Agency may terminate the Contract, by not less than 30 (Thirty) days' written notice to the Department, provided no service providing process is in progress/ pending with the Department.

XIV. ARBITRATION

1. All disputes, if any, arising amongst the contracting parties shall be resolved by arbitration. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Ranchi.
2. The sole arbitrator will be appointed by the Department of Forest, Environment & Climate Change, Govt. of Jharkhand, whose decision in this regard will be final & binding.

XV. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts in Ranchi only in connection with any actions or proceedings arising out of or in relation to this EOI.

J. Pandey
08-11-16

Bid Documents

To,

Additional Principal Chief Conservator of Forest,
CAMPA, Van Bhawan, Doranda, Jharkhand, Ranchi - 834002

Sub : Bid for selection of Service Provider Agency for Transplanting of Standing Trees by Tree Transplanting Machines.

CHECK LIST

1. "TECHNICAL BID" (ANNEXURE-A) AND "FINANCIAL BID" (ANNEXURE-B) IN SEPARATE SEALED ENVELOPES SUPERSCRIBED AS SUCH. EMD KEPT IN TECHNICAL BID ENVELOPE.

2. BOTH SEALED ENVELOPES (CONTAINING TECHNICAL AND FINANCIAL BIDS) SUBMITTED TO DEPARTMENT IN A COMMON SEALED ENVELOPE CLEARLY SUPERSCRIBED "*Selection of Service Provider Agency for Transplanting of Standing Trees by Tree Transplanting Machines*", AND BEARING THE NAME AND ADDRESS OF THE BIDDER ORGANISATION.

3. EACH PAGE LEGIBLY PRINTED, NUMBERED, SIGNED, DATED AND STAMPED.

4. ATTESTED PHOTOCOPY OF CERTIFICATES AS MENTIONED IN THE ELIGIBILITY AND OTHER CONDITIONS ENCLOSED.

5. CERTIFICATE SIGNED & STAMPED BY HEAD OF ORGANISATION.

Date _____

Signature _____

Place _____

Name _____

Seal of Organization _____

A. Pandey
08.11.16

**Format for Submission of Information
(Technical Bid)**

Sub : Bid for selection of Service Provider Agency for Transplanting of Standing Trees by Tree Transplanting Machines.

A. Service Providing Agency's Profile

Sl. No.	Particulars	Details to be provided by the applicant	
1.	Name of Bidder Agency (Attach attested copy of certificate of registration)		
2.	Name of proprietor/ Director of Agency		
3.	Full Address of Regd. Office		
	Telephone No.		
	FAX No.		
	E-Mail ID		
	Website		
	Mobile No. of Proprietor/ Director		
4.	Full address of Operating/ Branch Office		
	Telephone No		
	FAX No.		
	E-Mail ID		
	Website		
5.	Banker of Institute/ Organization with full address (Attach attested/ certified copy of Statement of Account for the last three years); Telephone Number of Banker		
6.	PAN / GIR No. (Attach attested copy)		
7.	Service Tax Registration No. (Attach attested copy)		
8.	Income tax return for last three Financial Years (Attach attested copy)		
9.	Service tax return for last three Financial Years (Attach attested copy)		
10.	Financial turnover of Tendering Institute/ Organization for the last three Financial Years (Attach Auditor's certified Annual Turnover Certificate)	<u>Financial Year</u>	<u>Amount (Rs.in Lakh)</u>
		2015-16	
		2014-15	
		2013-14	

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B. Agency's Experience for last three years (2013-2016)

1. Experience of working in providing services to Govt. or any other organization in India.

(Please provide details of such assignments; Add more rows, if required)

Sl. No.	Name of Project	Services provided	Year	Client & Location	Duration of Assignment	Value of Contract (Rs. in Lakh)

2. Experience in providing services of tree transplanting in India.

(Please provide details of such assignments; Add more rows, if required)

Sl. No.	Name of the Client	Nature of the assignment (providing services of Tree Transplanting)	Location and Coverage/ Duration of Assignment (In month)	No. of trees transplanted	Value of Contract (Rs. in Lakh)

3. Provide details of employees trained and experienced in tree-transplanting currently involved in the Agency including Tree Biologist/ Silviculturist (Add more rows, if required)

Sl.No.	Name of employees with designation	Qualification	Trained in tree-transplanting	Working in the Agency Since (in years and months)	Name of assignment handled	Mobile No.

4. Provide details of office staff currently engaged in the Agency (Add more rows, if required)

Sl.No.	Name of the Staff	Qualification	Position Held	Working in the Agency Since (in years and months)	Present Roles in the agency	Mobile No.

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a. Provide details of Tree Transplanting Machine (complete set of functional machines including Water Tanker) in the Agency (Add more rows, if required)

Sl.No.	Name of the Machine	No. of functional machine owned (attach proof)	No. of functional machine available on hire (attach written commitment from owner as proof)	Remarks

5. Detailed timeline proposed for completion of the said activity.

Signature of authorized person

Date:

Place:

Name:

Seal:

A. Pandey
- 09.01.16

(A. H. Pandey)
I.P.T.A.P.
A.P.C.C.I., Jharkhand, Ranchi

FINANCIAL BID

To,

**Additional Principal Chief Conservator of Forest,
CAMP, Van Bhawan, Doranda,
Jharkhand, Ranchi - 834002**

**Sub : Bid for selection of Service Provider Agency for Transplanting of Standing Trees by
Tree Transplanting Machines.**

Name of Bidder Agency :

FINANCIAL BID

Sl.No.	Head	Amount (in INR)
1	Total cost of transplanting ONE tree on site (including pre-transplant assessment/ feasibility, pit creation for transplanting, maintenance/ observation for six months and ensuring its survival)	

(In words Rs. _____)

TAX DETAILS :

Date :

Authorized Signatory _____

Place :

Name _____

Seal of the Organization :

Designation _____

A. K. Pandey
Note : Financial Bids will be opened after the Agencies are short-listed in the Technical Evaluation.
Op. 11.16

(A. K. Pandey)
APCCF
CAMP, Jharkhand, Ranchi