

Notice Inviting EOI
For
Selection of Consultant For Preparation of
“Detailed Project Report (DPR) for construction of
State Forest Museum at Ranchi

EOI Notice No. 04/2016-17 (4th Publication)



Government of Jharkhand

Department of Forests, Environment & Climate Change

Divisional Forest Officer, Ranchi Forest Division.
Block-F, Van Bhawan, Doranda, Ranchi

Tel:- 0651-2480265.,
E-mail: dforanchi2@gmail.com
Website-<http://www.forest.jharkhand.gov.in>

Department of Forests, Environment & Climate Change

Government of Jharkhand

Notice Inviting EOI For preparation of

“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi Jharkhand.

Ref. No. 04/2016-17 (4th Publication)

Department of Forests, Environment & Climate Change, Government of Jharkhand intends to prepare a **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi** in the state of Jharkhand.

Therefore EOI are invited from the reputed agencies involved in such works. Interested agencies may download the document from the website www.forest.jharkhand.gov.in or may be obtained the same from the office of the Divisional Forest Officer, Ranchi Forest Division, Block- F, Van Bhawan, Doranda, Ranchi. **Tel:-0651-2480265**, during office hours in working days as mentioned below.

The agencies/bidders are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. No fees is required for EOI processing.

Schedule of Events

Availability of Tender Document	: 20.06.2017 to 10.07.2017
Last date & Closing Time for Submission of Bids	: 15.07.2017 by 12:00 PM
Place for Submission of Bids	: Office of the Divisional Forest Officer, Ranchi Forest Division, Block- F, Van Bhawan campus, Doranda, Ranchi.
Date & Time for opening of EOI	: 15.07.2017 at 1:00 PM
Place of Opening of these EOI	: Conference Hall of the PCCF, Jharkhand at Van Bhawan, Doranda, Ranchi.

Divisional Forest Officer,
Ranchi Forest Division, Ranchi.

CONTENTS

SI. No.	Description	Page No.
1	2	3
1	Invitation for EOI	4
2	Particulars of EOI	7
3	Instructions to Bidders	8
4	General Terms and Conditions	13
5	Scope of Work	13
6	Format for Covering Letter	17
7	Check List of Technical EOI	18
8	Format for declaration that the provisions of Tender document are acceptable.	19
9	Format for Price Bid	21
10	Information about the Bidding Firm	22
11	Declaration by the Bidder	23
12	Format for letter of Authorization for Signing Bid/Proposal	24
13	Format for financial requirement –Annual Turnover	25
14	Format For Financial Requirement -Net Worth Certificate	26
15	Format for profiles of the Projects completed	27
16	Format for Brief Agency Profile	28
17	Format for declaration by bidder/agency that the agency has not been blacklisted	29
18	Format for declaration by bidder/agency that the agency has not been Convicted by court of law.	29
19	Format for availability of technical man power	30
20	Format for certificate for satisfactory completion of the projects	31
21	Format for undertaking to confirm capability and resources	32

Invitation of EOI For

Selection of suitable agency for preparation of “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi

The Tender notice published in Newspapers vide Tender Notice No. -04/2016-17 (4th Publication) is a part of this Tender Document.

1. Project Background

The government of Jharkhand proposes to establish a modern state forest museum which will be an exhibition centre of different kinds of flora and fauna (Models) of the state of Jharkhand. The aims and objectives of the State Forest Museum would be to

To identify and procure the species of rare, threatened and endangered flora species of Jharkhand , To Serve as nature reserve for the conservation of natural heritage of the city, Serve as hub for education, cultural and conservation activities. Connect biodiversity to the city and people, Promote ecotourism, Serve as living lab for understanding the ecosystem processes and functions including carbon trading , carbon sequestration , climate change and other issues .

Site Details:

- The proposed site is at Tonko , Protected forest , at a distance of 16 Kms from Ranchi and situated on Tupudana – Namkom Ring Road.
- Topography is hilly with undulating terrain, forests are generally degraded and vulnerable to soil erosion.

2. Evaluation of Bids : -

Received Technical and Financial EOI will be evaluated separately in three stages by the Committee headed by Addlⁿ PCCF, Development, Jharkhand constituted by the State Govt. for procurement of certain services. In **Stage-I**, Technical bids of all the bidders will be evaluated first on a given time & date as per schedule of events. The bidders/their authorized representatives may be present if they so desire. Likewise Financial Bids will be evaluated in **Stage-II** on the given date and time as per the schedule of events. The Financial Bids of only those bidders will be opened and considered who will be declared technically qualified during first stage evaluation. **Stage -III** evaluation would be the combined evaluation of technical and financial proposals under Quality and Cost Based Selection (QCBS.).

Stage-I: Technical Bid

A bidder would be declared technically qualified for the consideration of financial bid (Financial evaluation) if it provides the documents as listed in the check list as given at **Annexure-2**, meets the following criteria and secures at least 60 marks out of a total of 100 marks: -

- a) The bidder/consultant should have service Tax registration valid for the current financial year and should submit a copy of the registration along with copy of returns for 2015-16.
- b) The bidder/agency should submit a copy of the PAN card.

- c) The bidder/agency shall submit copy of the Certificate of registration of the firm/society/company (if any), in the name of which proposal is offered.
- d) The bidder/agency shall submit undertaking/self-declaration that the proprietor /partner/Director of the bidding agency has not been convicted or charge-sheeted by court of law and it has not been black listed as per the Performa given at **Annexure-12**.
- e) The bidder should be a functional organization/firm/agency. To substantiate this claim, the bidder should submit the copy of balance sheet for last two years ending on 31.03.2015. These balance sheets should be duly certified by the Statutory Auditor with his stamp.
- f) **Experience Requirement:** The firms/ agencies having experience in carrying out similar works in the areas of Museum or allied areas will be considered for their merits. Bidding firm must have an experience of working in at least one similar successful projects in the past. The said firm should have a cumulative turnover of Rupees 50 lakhs of past 3 years. Apart from other experts in the team ,it is desirable that shall be experts from the field of Engineering, Architecture, Wildlife experts, Botanist, Paleontologist, Planner/Economist/MBA. Bidding firm will have to submit working detail, Engineering designs, drawings and specification details, bio-data of the employed people, qualification and experience of the people involved in the working group with the tendering document **Annexure 13**.The copy of order/orders and certificate indicating successful execution of similar projects in the past should be enclosed in the Performa as given at **Annexure-14**.
- g) If an applicant firm does not have all the expertise for the assignment, it may have joint venture (JV) with other firms of entities to enable a full range of expertise for this assignment. In case of joint venture (JV), the lead partner only should be nominated as being incharge during bidding process and in the event of successful bid, during contract execution. He will be the partner incharge and he must be authorized to incur all liabilities and receive instructions for and on behalf of the partner(s) of the Joint Venture. This authorization shall be evidenced by submitting a power of attorney signed by all the partners or their legally authorized signatories.

All the partners of the joint venture shall be jointly and severely liable during the bidding process and for the execution of the RFP document, and as statement to this effect shall be included in the said authorization.

Schedule Cost, EMD and Performance Guarantee will be furnished by the lead partner and JV partner(s) out of their accounts in proportion to their participation in the joint venture.

A copy of the joint venture agreement (JVA) between the partners shall be submitted alongwith the **Covering Letter** during technical evaluation. The JVA shall include, amongst other things, the JV's objectives and proposed management structure, the contribution of each partner to the JV operation, the commitment of the partners to the JV in the event of default or withdrawal of any partner, an arrangement for providing the required indemnities.

Notwithstanding demarcation or allotment of work between the JV partners, the JV will be liable for non-performance of the whole contract irrespective of their demarcation or share of work.

In case of successful bid being accepted, the payments under the contract shall only be made to the JV, and not to the individual partners.

JVA shall contain a clause to the effect that there shall be a separate JV Bank Account (distinct from the Bank Accounts of the individual partners) to which the individual partners shall contribute their share or work capital.

[Note: The lead partner is the partner in the joint venture who is responsible for performing a key in the contract management and holds not less than 50% partnership in the JV.]

- h) The bidding firm should submit the bid as per the covering letter as per the Performa as given at **Annexure-1**.
- i) The bidding firm should submit the declaration as per the Performa as given at **Annexure-3& 6**.
- j) The bidding firm should submit the information about the bidding firm as per the Performa as given at **Annexure-5**.
- k) The person who signs the bid document should be an authorized person and for this propose the authorization letter should be submitted as per **Annexure-7**.
- l) The bidding firm should submit the turnover as per the Performa as given at **Annexure-8**.
- m) The bidding firm should submit the net worth as per the Performa as given at **Annexure-9**.
- n) The bidding firm should submit the profile of the completed projects as per the Performa as given at **Annexure-10**.
- o) The bidding firm should submit its profile as per the Performa as given at **Annexure-11**.
- p) The bidding firm should submit a comprehensive plan for the approach and method logy (a maximum of 5 pages on A-4 size paper) for the development of this park is desired. He may also submit any literature or leaflet/papers /designs /models with regard to the work as executed by them, if any.
- q) No fee is required for EOI processing.

For award of marks in technical evaluation in order to qualify for next round of evaluation, different parameters have been assigned in **Annexure-16** which will be used by the Evaluating Committee. However, requirements of documents/papers etc. mentioned above are mandatory and there is no exemption.

Stage-II: Financial Evaluation

Financial bids received from the technically qualified bidders (i.e. those who have qualified Stage-I evaluation) will be evaluated by the said Committee. During evaluation of financial bids, the Committee may at its discretion, ask the bidders for clarification of their bids. The bidder should submit the financial bid in Performa as per **Annexure-4**.

4. Particulars of EOI Notice

Interested bidders may quote their offers as per details mentioned below:

1	Name	"Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi
2	Area Details	Tonko PF on ring road
3	Time of Completion	30 days from the date of entering into agreement.
4	Validity of offer for acceptance	Six months from the last date of submission of Bid.
5	Date of commencement and time of Issue of EOI documents	From 20/06/2017. to 10/07/2017 during office hours on working day.
6	Last date & time of submission of bids.	15/07/2017 upto 12 pm.
7	Date & time of opening Technical and financial bid bids	15/07/2017 at 1 : 30 PM
8	Date & time of opening Financial bids	After Technical bid , only for those who qualify Technical bid .
9	Place of issue and submission of Tender communication.	Office of the Divisional Forest Officer, Ranchi Forest Division., Van Bhawan Campus, Doranda, Ranchi-834002. Ph. No. -0651-2480265 e-mail ID-dforanchi2@gmail.com

5. Instructions to Bidder/Agency

The Department of Forests, Environment & Climate Change, Government of Jharkhand invites bids from eligible interested agencies for the mentioned work as per terms & conditions mentioned in the tender document. This is an invitation for submission of bids to provide comprehensive services as listed in the scope of the work of this document but not restricted to those mentioned here, related to requirement.

- 5.1 Incomplete offers i.e. offer received without “ Offer form, Technical Bid and Financial Bid” in prescribed format , may be rejected straightway without any intimation to the Bidder.
- 5.2 EOI document is non transferable. EOI document cost will not be refunded.
- 5.3 Filled EOI form will be received in the office of Divisional Forest Officer, Ranchi Forest Division till 12 p.m. of 15.07.2017 . Tender received beyond cut-off date and time will not be entertained. Any postal delay will be the responsibility of the bidder.
- 5.4 PART-I (Technical Bid) of the tenders will be opened at 01.30 PM. on 15.07.2017 in the presence of the authorized representative of the bidder who choose to be present.
- 5.5 PART-II (Financial Bid) of the tender of the qualified bidders will be opened after evaluation of technical bids at 1:30 PM. on 15.07.2017.
- 5.6 Conditional, Telegraphic or offers sent through fax or email will not be accepted.
- 5.7 No work or any part of it, will be sublet by the bidding firm.
- 5.8 The offers should be supported by documents wherever called for. Each and every page including attachments should be signed by the bidder or his/her authorized representative.

5.9 Overwriting and any cutting in the offers must be signed/attested with official seal, without which tender shall be rejected straightway without any further reference.

5.10 All documents pertaining to the Contract including specification, schedules, notices correspondences, operating and maintenance instruction, drawings or any other writing shall be written in English/Hindi language. The Metric System of measurement shall be used exclusively in the Technical Bid, Financial Bid and Contract.

5.11 The preparation of DPR has to be started within a week days from the „Notice of Award of Contract“/“Letter of Award“ which shall mean the official notice issued by the office notifying the successful bidder that their bid has been accepted and Notice of Award of Contract/Letter of Award has been issued and to be completed as per the agreed schedule. If the successful party fails to start the work within given period the office may award the same contract to next successful bidder and forfeit the EMD deposited by the successful bidder.

5.12 The time and date of completion of the Contract as stipulated in the Contract by the office without or with modification, if any, and so incorporated in the Letter of Award, shall be deemed to be the essence of the Contract. The successful firm shall have to complete the DPR Preparation Work within 30 days period. The successful firm shall organize his resources and perform his work as to complete it not later than the date agreed to. However ,in exceptional circumstances, the department may extend this period at the request of the Consultant citing valid reasons for this.

5.14 EOI Document : This EOI document comprises of total 30 pages. In addition, any other documents/instructions/amendments/revisions issued by Department of Forests, Environment & Climate Change, Government of Jharkhand to the bidder till the due date of opening of the bids shall also be deemed to be integral part of the EOI document. Failure to furnish all the information as per the EOI document in every respect will be at the bidder“s risk.

5.15 No fees are required for EOI Process.

5.16 The bids are required to be submitted on the agencies letter head with due signature at every page. The agency should submit documentary proof of the criteria in their tender document as indicated in the Check List as given at **Annexure-2**.

5.17 The EOI evaluation Committee reserves the right to accept or reject any or all bids without assigning any reason there to. It also reserves right to seek further information/details from the bidder (s).

5.18 Please note that this is a tender and selection will be done after technical evaluation and financial evaluation. Financial bids will only be opened of the bidders who fulfill the technical qualifications.

5.19 Agencies/Firms/Organizations if found to have indulged in any corrupt or fraudulent practices their bids will not be taken up for consideration.

5.20 Department of Forest, Environment & Climate Change, Government of Jharkhand may call any or all the agencies/bidders subject to satisfying technical criteria to make a presentation on their strength and capabilities, past experience on similar type projects and their proposed view on the project.

5.21 The agency/bidder shall be responsible for all the costs associated with the preparation of the bids. The Department of Forest, Environment & Climate Change, Government of Jharkhand shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

5.22 Mere submission of bids does not entitle the agencies/bidders to meet technical criteria. The tender inviting authority reserves the right to vet and verify any or all information submitted by the agency/bidder.

- 5.23 The EOI inviting authority reserves the right to change, modify, add or alter the EOI document/bidding process.
- 5.24 No exclusivity rights will be provided nor should be assumed by the agency/bidder at any stage.
- 5.25 Sealed bids prepared in accordance with the procedures enumerated in Tender Notice document should be submitted to office of the Divisional Forest Officer, Ranchi Forest Division, Van Bhawan Campus, Doranda, Ranchi, Jharkhand not later than the date and time laid down;
- 5.26 Department of Forest, Environment & Climate Change, Government of Jharkhand shall not be responsible for non-receipt /non-delivery of the bid/bids due to any reason whatsoever.
- 5.27 The agencies/organization quoting abnormally low/high price may be rejected from consideration during the financial bid analysis.
- 5.28 The agency should submit the bids in two envelopes, (i) **the Technical Bid &** (ii) **Financial Bid**. Technical Bids should be sealed in an envelope superscribed or typed “**Technical Bid**” and “**Financial Bid**” should be sealed in another envelope super scribed/typed “**Financial Bid**”. Both these envelopes should contain address of the contact persons of the bidder firm and should be addressed to the Divisional Forest Officer, Ranchi Forest Division Van Bhawan Campus, Doranda, Ranchi, Jharkhand- 834002

Both these envelopes should be sealed in third envelope. The third sealed envelope should be superscribed “**Proposals for selection of consultants for Forest Museum at Ranchi** Name and address of the contact

persons of the bidding agency should be written on the envelope and it should be addressed to the Divisional Forest Officer, Ranchi Forest Division Van Bhawan Campus, Doranda, Ranchi, Jharkhand- 834002

6. Submission of Bids

- 6.1 Bidders are advised to submit their bids strictly based on the specifications, terms and conditions contained in the EOI document and subsequent revisions/amendments, if any. The bids should be submitted along with covering letter as given at **Annexure-1**.
- 6.2 The bids shall be prepared and submitted by typing or printing in English or Hindi on white paper in consecutively numbered pages duly signed by the authorized signatory with agency/firm/organization/company seal affixed on each page. Any part of the bids, which is not specifically signed by the authorized signatory and not affixed with Agency/firm/organization/company seal, shall not be considered for the purpose of evaluation. The bidder shall also enclose the information about bidding firm as per **Annexure-5**.
- 6.3 Original copy of EOI document, amendments/revisions to tender document including minutes of meeting(s), issued by the Forest Department, if any, shall be signed and submitted along with the bids.
- 6.4 All the Performa must be on the bidder’s official letterhead (if specified). Any change in wording of the Performa will not be allowed. The bidder shall submit a declaration as given at **Annexure-6**.
- 6.5 The bids shall contain no erasers or overwriting except as necessary to correct errors made by bidder. The person signing the proposal shall initial such corrections.
- 6.6 Complete bid document including all enclosures should be submitted in hard bond or spiral binding and all pages should be numbered (except leaflet/catalogue) and must be signed by the company’s authorized signatory with seal of the company/firm/organization.

- 6.7 Technical Bid should not contain price of any item or activity. Such cases, even if found anywhere, shall not be given any consideration.
- 6.8 In case of any contradictions between figures and words, the words shall be considered final.
- 9.9 The price bids should not contain any technical matter or other matter except price. After opening of Technical bids financial bids of technically qualified agency/firms/organizations/companies will be opened on date and time as per the schedule of events.

7. Authority of Person Signing the Documents

A person signing the bid document or any document forming part of the bid document shall be deemed to warrant that he has authority to sign such document and if on enquiry it appears that the person signing the document had no authority to do so Department of Forest, Environment & Climate Change Government of Jharkhand may, without prejudice to other civil and criminal remedies, cancel the bid and hold the signatory liable for all costs and damages. For this purpose Power of Attorney in the Performa as prescribed at **Annexure-7** shall be submitted.

8. No Claim or Compensation for Submission of bid

The bidder whose agency is not selected shall not be entitled to claim any costs, charges or expenses in connection with his submission of bid, even though Department of Forest, Environment & Climate Change Government of Jharkhand may decide to withdraw the Notice Inviting tender.

9. Validity of Bids

Unless otherwise specified, the bidder shall keep his bids valid initially for a period of Six months from the last date of submission of the bid.

10. Other Terms & Conditions

- 10.1 Insertion, post-script, addition and alteration shall not be recognized unless confirmed by bidder's signature and stamp.
- 10.2 Incomplete bids not submitted as per requirement are likely to be rejected.
- 10.3 Bidders shall submit their bids strictly as per terms and conditions of the tender document without any deviation.
- 10.4 If at any point of time any of the documents/information submitted by the bidder is found to be incorrect, false or untruthful, the bid and/or the resultant order may be summarily rejected/ cancelled at the risk of the bidder.
- 10.5 Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of a bid that is not substantially responsive to the bid document in all respects shall be summarily rejected.
- 10.6 All bids will be received in duly sealed cover within the due date and time. Bid received after the due date and time is liable for outright rejection.
- 10.7 No postal transaction shall be entertained for obtaining Tender Notice document.
- 10.8 Issuance of Tender document shall not construe that the bidders would be automatically considered qualified.

General Terms & Conditions

1. Introduction

The instruction/information contained in the Tender Notice documents are for guidance and compliance of the intending bidder. Bidders are advised to obtain clarification from Divisional Forest Officer, Ranchi Forest, Division, Ranchi, if any, prior to submission of their bid, failing which it will be deemed that the stipulation made in the Tender documents have been read, understood and are acceptable to the bidder/agency.

Bidder shall bear all costs associated with the preparation and submission of the bid, journeys undertaken by them and subsequent bidding process till the selection of the suitable bidder and the Department of Forest, Environment & Climate Change Government of Jharkhand in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. Scope of work

The ultimate objective of the project is to prepare Detailed Project Report (DPR) which amongst other things ,will necessarily include the following:

- i) The complete design including the building of the Museum , outdoor designs , the exhibits , Along with Augmentation measures for visitor's facilities ,water and electricity supply, security arrangements,
- ii) the Plan should also take into account suitable measures for public awareness and environmental education
- iii) Creation of an exotica section of trees and flowers containing a flower dome with walk through facility (not laced with hedges or any barrier). It will have the green house effect.
- iv) Detailed designs and bill of quantities. The detailed designs of various works proposed should be accompanied with full back-up data (hydraulic as well as mechanical ,electrical where ever applicable)
- v) Cost of the project, including cost estimates with detailed specifications, detailed rate analysis with details of each item for the rates adopted with supporting two quotations for the market rates. The cost estimates should be as far as possible, based on Jharkhand Government PWD schedule of rates for South Chotanagpur Division. The cost of the project also should include the impact of price and physical contingencies, supervision and monitoring expenses.
- vi) Ways of generation of Revenue.
- vii) Probable sources of procurement of materials for the proposed development of the site.
- viii) Framework for implementation of the project, including merits and demerits of various options.
- ix) Suggestions for suitable staffing for development, maintenance and running of the museum . Any other activity as may be incidental and relevant to the project.
- x) The consultant shall first prepare a preliminary DPR for discussion and approval based on which the final DPR will be prepared and submitted. The consultant will take into account any suggestions of the department in this regard.

3. Price

The price bid will be submitted as per the **Annexure 4** of the tender document.

The contract price shall be firm and shall not be subject to any variation except for statutory variation of taxes and duties during the contractual completion period. The

price shall be inclusive of all taxes, duties and levies including Jharkhand Vat etc. as on the opening date of price bid.

4. Completeness of Bids

All activities including safety and protection devices as required shall be deemed to have been included in the bids, whether such items are specifically mentioned in the Tender notice document or not.

5. Compliance with regulations

The bidder shall comply with all applicable laws or ordinances, codes, approved standards, rules and regulations and shall procure all necessary and/or other statutory bodies and government permits & licenses etc. at his own cost. The agency/organization/firm/company shall leave the Department of Forest, Environment & Climate Change Government of Jharkhand harmless as a result of any infractions thereof.

6. Agreement

The selected agency/ firm/ organization/ company shall have to enter into an agreement in the office of the DFO, Ranchi Forest Division, Ranchi. The work order would be issued by the DFO of this Division.

7. Income Tax

Without prejudice to the obligations of the bidders under law, any income tax which Department of Forest, Environment & Climate Change Government of Jharkhand may be required to deduct by law/statute, shall be deducted at source and shall be paid to income tax authorities on account of the bidders. Department of Forest, Environment & Climate Change Government of Jharkhand shall provide a certificate to the agency for such deductions of tax.

8. Force Majeure conditions

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative obligation of the party affected by such force majeure shall be treated as suspended during which force majeure condition last.

The term force majeure shall have herein mean riots (other than among the bidders employee), civil commotion, war (whether declared or not), invasion, act of foreign enemies hostilities, rebellion, insurrection, military coup to usurp power, naxalites activities , act of God such as earthquake, lightening, floods, fires not caused by bidders negligence and other cause which the bidders has no control and accepted as such by the Department of Forest, Environment & Climate Change Government of Jharkhand whose decision shall be final and binding.

If the work is suspended by force majeure conditions lasting for more than 45 days, the Department of Forest, Environment & Climate Change Government of Jharkhand shall have the option of canceling this contract in whole or part thereof, at its discretion. The bidder shall not claim for compensation for force majeure conditions.

9. Jurisdiction of the Court

All disputes would be settled within Ranchi jurisdiction of court of law only.

10. Payment

- i. No advance would be given
- ii. Payment would be made by the Divisional Forest Officer, Ranchi Forest Division.
- iii. Payment would be made in four installments, mentioned below :-

- a) On Submission of Preliminary Project Report , 30% of the payment will be done.
- b) On approval of preliminary Project Report, 20% of the payment will be done.
- c) On submission of final DPR, , 30% of the payment will be done.
- d) On approval of the final DPR, , 20% of the payment will be done.
- e) All payments will be done in Indian rupee and applicable taxes would be deducted at source.
- f) However, if the department finds that there is any deficiency in the services of the Consultant, even after submission of the final DPR, it will give written notice to the consultant specifying the deficiencies in the services .The Consultant shall thereupon promptly make any necessary correction or improvement or alteration and upon completion of such changes, the foregoing process shall be repeated. The completion of the project shall be deemed to be final on formal approval of the final DPR and then the final stage of payment will be released.

11 . Evaluation And Approval of DPR

For evaluation and approval of preliminary and final DPR, a committee consisting of the following officials constituted by Government of Jharkhand will decide:

- i) Additional PCCF (Development) ----- Chairman.
- ii) RCCF, Ranchi Region, Ranchi-----Member
- iii) CCF (Administration) -----Member
- iv) CF, Territorial Circle, Rachi.-----Member.
- v) Chief Engineer, Building Dept, GOJ-----Member.
- vi) DFO, Ranchi Forest Division-----Member.

During such evaluation ,the consultant may be required ,apart from other things ,to give a 3-D presentation also, so that complete picture may be visualized.

12 Data Services and Facilities to be provided by the Department

- i) The Department will provide to the consultant access to the records, maps, drawings ,etc in their possession to assist in planning and execution of the work.
- ii) However, the Consultant himself through field survey, investigation, etc shall collect other relevant data/information required in completion of the work.
- iii) Except noted in sub –para (i) above, the consultant shall be solely responsible for the supply of personnel and all materials, equipment, supplies, office accommodation, office services , computers and accessories and transport to complete the work for submission of final DPR .
- iv) The consultant shall be responsible for accuracy of the data collected by him directly or indirectly .He shall indemnify the client against any inaccuracy/deficiency in the work/ design / drawing, etc which might crop up during implementation of the DPR. The consultant will be responsible for correcting, at his own cost and risk, the drawings include any re-survey/investigations and correcting layout, etc if required during the execution or implementation of the DPR .
- v) The final DPR will be submitted in hard and soft copies, three in each case. Proper Cataloguing should be done in the report.

-----XXX-----

Covering Letter

(To be submitted in the official letter head of the agency/firm/organization/company)

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for **preparation of “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi .**

Sir,

We are hereby submitting our proposal in full compliance with the terms and condition of the Tender Notice No. A blank copy of the Tender document, duly signed on each page is also submitted as a proof of our acceptance of all terms & Conditions.

We confirm that, we have the capability for preparation of **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi**

The bids are submitted in two separate and sealed envelopes marked “Technical Bid”&“Financial Bid” and both placed in another sealed envelope.

Authorized Signatory

Name:

Designation:

Company Seal:

Check List of Technical Bid**Technical Bid for preparation of "Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi****Tender Notice no ---4 /2016-17 (4th Publication)**

SI. No.	Particulars	Yes/No
1	2	3
1	Covering Letter as per Annexure-1	
2	Declaration by the Agency as per Annexure-3	
3	Information about the bidding Firm/Agency as per Annexure-5	
4	The copy of registration of bidding firm/Company/Agency etc. (Attach relevant certificates)	
5	To indicate the functionality of the firm attach the balance sheets of last two financial years of the firm duly certified by statuary Auditor.	
6	Copy of Valid Service Tax Registration	
7	Photocopy of the PAN card	
8	The agency shall submit details of technical manpower & attested copy of their salary slips supported by copy of form-16 issued to all such persons during 2015-16 as proof of their employment as per Annexure-13	
9	Declaration by the bidder as per Annexure-6	
10	Authorization letter issued by the agency as per Annexure-7	
11	Information with regard to annual turnover of the agency as per Annexure-8	
12	Information with regard to Net worth of the agency as per Annexure-9	
13	Profile of the Projects completed as per Annexure-10	
14	Brief Agency Profile as per Annexure-11	
15	A self certificate by the bidder that agency is not blacklisted in any state in India or in the case foreign bidder in any country and none of the partner/Director/Proprietor has not been Charge sheeted/convicted as per Annexure-12	
16	Experience details of the agency as per Annexure-14	
17	Copy of the order/orders and certificate indicating successful preparation of DPR as per Annexure-14	
18	Undertaking from bidder that they have resources and capability to prepare DPR for Conservation, Renovation & Development of the Biodiversity park alongwith establishment of dinosaur park as per requirements of Tender notice as per Annexure-15	
19	Product leaflet/catalogue ,designs ,models, etc (if any)	

*** Please flag the annexure****Please ensure:**

- i) That all information is provided strictly in the order mentioned in the check list mentioned above.
- ii) Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, the Department of Forests, environment & Climate Change Govt. Of Jharkhand may or may not seek confirmations/clarifications and any bid not in line with Bid conditions shall be liable for rejection.

2. Any clarification/confirmation bidder may require shall be obtained from the tender inviting authority before submission of the bid. Bidder shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein

(Signature of Bidder)
With Seal

**Format for declaration that the provisions of EOI are acceptable and
confirm that all statements made by the bidders are complete & correct**

Annexure-3

(To be typed on the Letterhead paper of the Applicant, including full postal address, Telephone, FAX numbers and e-mail address)

To,

**The Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Subject: EOI for selection of consultants for preparation “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi

Dear Sir,

Having examined the EOI Document we, the undersigned, bids for preparation of DPR for **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi** in full conformity with the said tender document.

We have read the provisions of the tender and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bids shall not be given effect to.

We agree to abide by this EOI, consisting of this letter, the detailed response to the EOI and all attachments, for a period of one year from the date fixed for submission of bid as stipulated in the EOI.

This application is made with the full understanding that:

- (a) Bids will be subject to verification of all information submitted for qualification and bidding;
- (b) Department of Forest, Environment & Climate Change, Jharkhand reserves the right to reject or accept any application, cancel the evaluation process, and reject any or all applications and Department of Forest, Environment & Climate Change, Jharkhand shall not be liable for any such actions.

Any genuine changes made by Department of Forest, Environment & Climate Change, Government of Jharkhand in the interest of project with respect to the technical requirement during the course of project implementation will be acceptable.

We hereby declare that all the information and statements made in these EOI are complete, true and correct and accept that any misinterpretation contained in it may lead to our disqualification.

(Contd..)

Information Detail

- 1 Name of agency
- 2 Address of agency
- 3 Name, Designation and Address of the contact person to whom all correspondences shall be made regarding this Tender
- 4 Telephone no. of contact person
- 5 Mobile no. of contact person
- 6 Fax no. of contact person
7. E-mail address of contact person

We hereby declare that our EOI are made in good faith and the information contained is true and correct to the best of our knowledge and belief.

<Signature of Authorized Signatory>
<Name>
<Designation> <Contact Address>
<Telephone Numbers (Mobile &
Land)>
Agency Seal

Price bid documents

PRICE BID

Financial bid for Selection of Agencies for

**“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi
Fee Quotation.**
Description (in words and

figures)

As a part of the proposal for providing consultancy services
w.r.f. the subject mentioned above (inclusive of all applicable
taxes)

Signature of Authorized Signatory

Name

Designation

Contact Address
Telephone Numbers (Mobile & Land)

Agency Seal

Information about the Bidding Firm**EOI for preparing “Detailed Project Report (DPR) for construction of State
Forest Museum at Ranchi****EIO no. -----04/2016-17 (4th Publication)**

(To be submitted in the official letter head of the company)

SI. No.	Particulars	
1	2	3
1	Name of the Bidder	
2	Address of Bidder with Telephone, Fax, email.	
3	Address of the Registered Office	
5	GPS Co-ordinate of Registered Office	
6	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-12)	
7	Nature of Firm (Proprietorship/Partnership/Pvt. Ltd./Public Ltd. Co./Public Sector)	
8	Permanent Account Number (PAN)/TIN (Attach proof)	
9	Firm's Registration Number (Attach proof)	
10	Office/ Work Stations and Service network in Jharkhand with TIN No.(Give details)	
11	Other details and remarks, if any	
12	Copy of Service Tax registration	

Yours faithfully,

(Signature of Authorized Signatory)

Name : _____

Designation : _____

Agency seal : _____

(Separate sheet may be used for giving detailed information duly signed)

Declaration by the Bidder

EOI for preparing “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi :

EIO Notice No ----- 04/2016-17 (4th Publication)

(To be submitted in the official letter head of the company)

I/We _____ (here in after referred to as the Bidder) being desirous of bidding for preparing **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi** under above mentioned EOI Notice and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the Tender document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the EOI document and agrees with all provisions of the Tender document.
2. The Bidder is capable of executing and completing the work as required in the EOI.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the works.
4. The Bidder has no collusion with any employee of Forest, Environment & Climate Change of the Govt. of Jharkhand or with any other person or firm in the preparation of the EOI.
5. The Bidder has not been influenced by any statement or promises of the department of Forest Environment & Climate Change of the Govt. of Jharkhand or any of its employees, but only by the EOI document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of the department of Forest Environment & Climate Change of the Govt. of Jharkhand.
8. The information and the statements submitted with the EOI are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Bidder has not been debarred from similar type of work by any Authority/ Government Dept. /PSU and is not black listed.
11. These EOI shall remain valid for Six months from the date of opening of the financial Bids.
12. The Bidder gives the assurance to execute the work as per specifications terms and conditions.
The Bidder confirms the capability to complete preparation of the detailed project report of the biodiversity park on time.
14. The Bidder accepts that the firm/company /agency will be black listed by Dept. Of Forest Environment & Climate Change of the Govt. of Jharkhand if the Bidder fails to undertake the work or sign the contract within the stipulated period.

Authorized Signatory

Name:

Designation:

Agency Seal:

Format of Authorization letter for Signing Bid

EOI for preparing "Detailed Project Report (DPR) for construction of State Forest

Museum at Ranchi ,

Tender Notice No- 04/2016-17 (4th Publication)

AUTHORIZATION LETTER

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms..... (Name and residential address) who is presently employed with us and holding the position of.....as our authorized person to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for preparing DPR for Conservation, Restoration, Renovation & Development of the Biodiversity park and establishment of dinosaur park, Ranchi Forest Division of Jharkhand including signing and submission of all documents and providing information/Bids to the department of Forests, Environment & Climate Change Govt. of Jharkhand, representing us in all matters before [Insert Name], all matters in connection with our EOI for the said work.

She /He is also authorized to attend meetings and submit technical and commercial information as may be required by Department of Forest, Environment & Climate Change, Govt. of Jharkhand in the course of processing above said bids. Ms. /Mr. _____ is hereby authorized to make technical presentation on behalf of the Agency/Organization/Firm/Company (Proof of above two persons as employee of the Agency/Organization/Firm/Company to be enclosed)

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized persons and that all acts, deeds and things done by our authorized person shall and shall always be deemed to have been done by us.

For

Accepted
..... (Signature)

Authorized Signatory

Name:

Designation:

Agency Seal:

Note:

- a. The mode of execution of the Authorization letter should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

FORMAT FOR FINANCIAL REQUIREMENT – ANNUAL TURNOVER

**EOI for preparing “Detailed Project Report (DPR) for construction of State Forest
Museum at Ranchi .**

EOI Notice No 04/2016-17 (4th Publication)

[On the letterhead of Bidding Company/Firm/Agency]

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

**Sub: Declaration Letter for Agencies for preparing “Detailed Project Report (DPR) for
construction of State Forest Museum at Ranchi .**

We certify that the Bidding Company/Firm/Agency had an average Annual Turnover of Rs. -----
---- based on audited annual accounts of the last three years ending 31.03.2015.

*Authorised Signatory
(Power of Attorney holder)*

*Statutory Auditor
(Stamp & Signature)*

Date;

FORMAT FOR NET WORTH CERTIFICATE

**EOI for prepare “Detailed Project Report (DPR) for construction of State Forest
Museum at Ranchi**
Tender Notice No -04/2016-17 (4th Publication)

[On the letterhead of Bidding Company/Firm/Agency]

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for “**Detailed Project Report (DPR) for
construction of State Forest Museum at Ranchi** .

This is to certify that Net worth of _____ {insert the name of Company/Firm/Agency},
as on 31st March 2015 is Rs ____ - _____. The details are appended below.

Particulars	Amount (In Rs.)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward Losses	
Net Worth as on 31 st March 2015	

*Authorised Signatory
(Power of Attorney holder)*

*Statutory Auditor
(Stamp & Signature)*

PROFILES OF PROJECTS COMPLETED

1. Name of client
2. Name of the Project
3. Brief Description of the Project
4. Scope of the Project (Activities Involved)
5. Details of Solution and Methodology Adopted
6. No. of Locations at which Project is being/was implemented
7. Resource Base
 - No. of DPRs prepared and approved.
 - Total number employee deployed for the project
 - Name of softwares used in the project
8. Value of the project (INR)
9. Date of award of contract
10. Scheduled date for Completion of the Project
11. Date of commencement of the project
12. Date of successful completion of the project
13. If not completed, expected date of completion
14. Name of the person who can be referred to from Clients' side, with Name, Designation, Postal address, Contact phone, FAX number, e-mail id etc.
Attach Additional Sheets and Annexure, if required.

Authorized Signatory

(Agency Seal)

BRIEF AGENCY PROFILE

- 01 Name of the Firm/Agency/Organization/Company
- 02 Name of Directors along with DIN
- 03 Year of Establishment
- 04 Address of Office
- 05 Telephone No.
- 06 Fax No.
- 07 E-mail Address
- 08 Website
- 9 Sectors' in which the Agency/Organization/Firm/Company has provided similar services to Govt. / PSU/ Agencies in India
- 10 No. of full time personnel currently under employment
- 11 No. of years of Proven experience of providing similar Services

**Authorised Signatory
(Agency Seal)**

DECLARATION

**Format for declaration by bidder or agency that proprietors/Directors/
Promoters/Partners of the agency has not been Convicted/Charge sheeted by
any court of law.**

**EOI for preparing “Detailed Project Report (DPR) for construction of State Forest
Museum at Ranchi**

EOI Notice No - 04/2016-17 (4th Publication)

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for prepare **“Detailed Project Report (DPR) for
construction of State Forest Museum at Ranchi**

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit
EOI in response to your EOI Notice No: ----- In

Accordance with the above we would like to declare that:

- a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) That none of the Director/Partner/Proprietor of the agency has not been convicted or charge sheeted by court of law.
- c) We are not black-listed by any Central / State Government / Public Sector Undertaking in India.
- d) We will not use the survey data for any other purpose. We will not handover any data to any other person or firm or company other than to directed by the Department of Forest, Environment & Climate Change, Government of Jharkhand. We will maintain the secrecy and sanctity of the data.

Sincerely,

AUTHORIZED SIGNATORY

[AGENCY'S NAME]

Name

Signature Date

Agency Seal

Format for Availability of Technical / Professional Manpower.

EOI for preparing “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi
EOI Notice No- 04/2016-17 (4th Publication)

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for preparing **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi**

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit EOI in response to your EOI Notice No: ----- In accordance with the above we would like to declare that the employees as per details given below are working in the agency for more than 12 months.

Name of the employee	Technical Qualification of the employee	Designation	Date of joining in the Agency/ Organization	Copy of the Form-16 issued to the employee	Proof of the Technical Qualification of the employee

Sincerely,

AUTHORIZED SIGNATORY
[AGENCY'S NAME]

Name

Signature Date

Agency Seal

Format for Certificate for satisfactory completion of the Project.

EOI for preparing “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi

Tender Notice No 04/2016-17 (4th Publication)

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for preparing **“Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi**

Dear Sir,

This is to notify you that our Firm/Agency/Organization/Company intends to submit EOI in response to your EOI Notice No: ----- In accordance with the above we would like to declare that the projects as per details given below along with the details of clients have been timely completed by the agency.

Name of the project	Area of the Project	Details of clients including name of the contact persons	Date of initiation of work	Scheduled date for completion of the project	Date of actual completion of the project	Copy of the work order & certificate issued by the clients for timely completion of the projects.

Sincerely,

AUTHORIZED SIGNATORY
[AGENCY'S NAME]
Name
Signature Date

Format for Undertaking to confirm having capability & resources

EOI for preparing “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi
EOI Notice No- 04/2016-17 (4th Publication)

To,

**Divisional Forest Officer,
Ranchi Forest Division,
Van Bhavan Campus,
Doranda, Ranchi-834002.**

Sub: Declaration Letter for Agencies for preparing “Detailed Project Report (DPR) for construction of State Forest Museum at Ranchi

We certify that we have the resources and capability for preparing DPR for conservation, Restoration, Renovation & Development of the Biodiversity Park and Establishment of Dinosaur centre at Ranchi as per requirement of the Tender notice.

Signature of Chief Executive Officer/Managing Director

Date;

Note:

1. The above response sheet should be signed and certified as true by the Chief Executive Officer/Managing Director being full time Director.

Agency Seal

Format for award of marks for evaluation of technical proposals.

Name of the Tenderer:-

Sl. No.	Broad Parameter	Indicator of Assessment	Max ^m Marks	Marks awarded	Remarks.
1	2	3	4	5	6
1	Past Experience.	No. of completed projects	10		
		No. of undergoing projects			
2	Team Composition	No. of Technical staff in the team as desired in para- 2 of the tender document. > 6persons- 20 marks 5 persons- 12 marks 4 persons- 6 marks	10		
3	Approach and Methodology	Concept	40		
		Methodology/ steps involved in preparation of the plan	30		
4	Empanelment of the tenderer with Government	-	10		
		Total	100		-

Note:- (i) Each completed project will score 10 marks and each undergoing project will score 5 marks, subject to a maximum marks of 30.
(ii) A tenderer would be declared technically qualified if it scores a minimum of 60 (sixty) marks.
(iii) Government means Central/ State/Local Govts or Public Sector Undertakings promoted by the central/ State/ Local Govts or Statutory Organizations/ Authorities created by central/ State/ Local Govts.

-----XXX-----