



Indian Council of Forestry Research and Education
(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)
P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

REQUEST FOR PROPOSAL (RFP)

for
Hiring of a Consultancy Firm/ Agency/ Bidder for
Preparation of Detailed Project Report to set up a
Centre of Excellence for Sustainable Land Management

Reference No.: 1-63/2019/BCC/ICFRE/

Dated: 23 December 2019

Ministry of Environment, Forest and Climate Change, Government of India is supporting an initiative to establish a Centre of Excellence at the Indian Council of Forestry Research and Education (ICFRE) in order to develop scientific approach, facilitate induction of technology and knowledge sharing for addressing land degradation issues. The main role of the Centre would be to share knowledge and technology amongst developing countries Parties of UNCCD to arrest further land degradation and restoration of degraded lands. It will facilitate networking of national and international institutions working on sustainable land and ecosystem management for knowledge sharing, capacity building of the stakeholders in land degradation neutrality (LDN) target setting and provide technical support for land degradation mapping. It will also be engaged in developing planning, monitoring and evaluation systems for interventions to combat land degradation. The Centre shall work in close coordination with all regional, national and international organizations engaged in land restoration and allied areas. The Centre shall provide all the technical support to the Ministry of Environment, Forest and Climate Change, Government of India in achieving the LDN targets. The Centre envisage south-south cooperation to enable India to share its experiences on sustainable land management with other country Parties.

The Indian Council of Forestry Research and Education (ICFRE), now invites eligible consultancy firm/ agency/ bidder to submit Request for Proposal for undertaking the assignment of Preparation of Detailed Project Report (DPR) to set up a Centre of Excellence for Sustainable Land Management.

Interested consultancy firm/ agency/ bidder shall provide information demonstrating that they have the required qualifications and relevant experiences to perform the task.

Request for proposal must be submitted online on or before 23 January 2020 (03:00 PM, IST).

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Director (International Cooperation)
Indian Council for Forestry Research and Education
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
Website: www.icfre.gov.in

REQUEST FOR PROPOSAL (RFP)
for hiring of a Consultancy Firm/ Agency/ Bidder

FOR

**Preparation of Detailed Project Report to set up a
Centre of Excellence for Sustainable Land Management**

December 2019



Indian Council of Forestry Research and Education
(An autonomous body of Ministry of Environment, Forest and Climate Change, Government of India)
P. O. New Forest, Dehradun – 248006

NOTICE INVITING REQUEST FOR PROPOSAL

Request for Proposal (RFP)
for hiring of a Consultancy Firm/ Agency/ Bidder
FOR
Preparation of Detailed Project Report to set up a
Centre of Excellence for Sustainable Land Management

Introduction

Ministry of Environment, Forest and Climate Change, Government of India is supporting an initiative to enhance South-South Cooperation by developing a Centre of Excellence (COE) at Indian Council of Forestry Research and Education (ICFRE) in order to develop scientific approach, facilitate induction of technology and knowledge sharing for addressing land degradation issues. The main role of the Centre would be to share knowledge and technology amongst developing countries Party of UNCCD to arrest further land degradation and restoration of degraded lands aiming at conservation of biodiversity, food and water security, support livelihoods along with maintaining the flow of ecosystem goods and services for posterity. It will facilitate networking of national and international institutions working on sustainable land and ecosystem management for knowledge sharing, capacity building of the stakeholders in land degradation neutrality (LDN) target setting and provide technical support for land degradation mapping. It will also be engaged in developing planning, monitoring and evaluation systems for interventions to combat land degradation. The Centre shall draw its strength in meeting the challenge of restoration of degraded lands by networking of national and international institutions working in the domain and drawing their expertise bringing in the important component of complementarity to achieve its objectives. It will contribute globally in terms of capacity building in restoration of degraded lands, conceptualizing and implementation of transformative projects and their monitoring and evaluation apart from networking for financial support from potential investors and investors. The Centre shall work in close coordination with all regional, national and international organizations engaged in land restoration and allied areas. The Centre shall provide all the technical support to the Ministry of Environment, Forest and Climate Change, Government of India in achieving the LDN targets. The Centre envisage south-south cooperation to enable India to share its experiences on sustainable land management with other country Parties.

Indian Council of Forestry Research and Education, Dehradun intends to hire a consultancy firm/ agency/ bidder to undertake the assignment of Preparation of Detailed Project Report (DPR) to set up a Centre of Excellence for Sustainable Land Management.

The consultancy firm/ agency/ bidder is specifically expected to produce a DPR for setting up a Centre of Excellence (COE) which entails the background and objectives in detail, scope of work and functions, a well-defined methodology, best suited organizational structure with manpower and infrastructure, estimated annual budgetary requirement and possible funding sources to ensure sustainability of COE, action plan indicating roles & responsibilities with timelines for establishing COE, strategies, target beneficiaries, legal framework, environmental impact, cost benefit analysis, risk analysis, outcomes, evaluation etc.

1. While preparing the DPR for setting up a COE, the selected consultancy firm/ agency/ bidder shall organize a stakeholder consultation meeting/ workshop in consultation with ICFRE and incorporate the suggestions of the same in the DPR. Also, the selected consultancy firm/ agency/ bidder is expected to review the relevant documents etc.
2. The salient features of the DPR, eligibility criteria and prescribed formats for submission can

be accessed in the RFP Document uploaded on the website: www.icfre.gov.in

Interested consultancy firms/ agencies/ bidders are requested to submit their responses to the “RFP” through online on or before 23 January 2020 by 03:00 PM (IST) using the e-procurement portal of Ministry of Environment, Forest and Climate Change (MoEFCC), Govt. of India: <https://moefcc.euniwizarde.com>

Note: Consultancy firm/ agency/ bidder may be an individual consultancy firm/ agency/ bidder or may comprises of consortium. The submission of bid against this RFP by consortium shall be in accordance with the guidelines for Joint Venture (JV)/ Consortium is given at Annexure B of this RFP document.

DISCLAIMER

1. This Request for Proposal Document (hereinafter 'RFP/ RFP Document') is neither an agreement nor an offer by Indian Council of Forestry Research and Education (hereinafter ICFRE) to the prospective Bidders or any other person. The purpose of this RFP document is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. ICFRE does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP Document and it is not possible for ICFRE to consider particular needs of each Party who reads or uses this RFP Document. This RFP includes statements which reflect various assumptions and assessments arrived at by ICFRE in relation to the statement of assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
3. ICFRE will not have any liability to any prospective Bidder/ or any other person under any laws (including without limitation of the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of ICFRE or their employees, any Media Agency or otherwise arising in any way from the selection process for the Assignment. ICFRE will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFP.
4. ICFRE will not be responsible for any delay in receiving the proposals. The issue of this RFP document does not imply that ICFRE is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the services and ICFRE reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. ICFRE also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.
5. The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. ICFRE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. ICFRE reserves the right to change/ modify/ amend any or all provisions of this RFP Document. Such revisions to the RFP document/ amended RFP will be made available on the website of ICFRE, e-procurement portal of MoEFCC, Central Public Procurement Portal (hereinafter 'CPPP') portal and may be on Government e-Marketplace (GeM).
7. The Bidder shall bear all its costs associated with or relating to the preparation and

submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the ICFRE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and ICFRE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

Section 1: Letter of Invitation

Place: Dehradun

Date: 23 December 2019

Dear (Consultancy Firm/ Agency/ Bidder)

1. ICFRE proposes to hire a consultancy firm/ agency/ joint venture/ consortium (hereinafter, 'Bidder') for Preparation of Detailed Project Report (DPR) to set up a Centre of Excellence for Sustainable Land Management
2. To prepare a Detailed Project Report (DPR) for setting up a Centre of Excellence for Sustainable Land Management at ICFRE with the aim to develop scientific approach and facilitate induction of technology on land degradation issues, and promote South-South cooperation with those who may wish to access knowledge, technology, and training of manpower to address land degradation related issues.
3. The detailed scope of services is provided in the Terms of Reference (Section 5).
4. The firm will be selected on the Quality cum Cost Based Selection (QCBS) process with 70 percent weightage to Technical Proposal and 30 percent weightage to Financial Proposal.
5. The RFP includes the following documents:
 - SECTION 1: Letter of Invitation
 - SECTION 2: Instructions to Bidders
 - SECTION 3: Standard Forms
 - SECTION 4: Financial Bid - Standard forms
 - SECTION 5: Terms of Reference
 - SECTION 6: Information of Documents Submitted
6. All clarifications/ corrigenda if any will be published only on the website of ICFRE. The official website for accessing the information related to this RFP is: www.icfre.gov.in along with Central Public Procurement Portal (eprocure.gov.in/eprocure/app) and may be on Government e-Marketplace (GeM).

Yours sincerely,

-Sd-

Director (International Cooperation)
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun - 248 006

Section 2: Instructions to Bidders

2.1 Introduction

The Indian Council of Forestry Research and Education (ICFRE) is an autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India. ICFRE carries out research programs through a network of its nine Institutes (Forest Research Institute, Himalayan Forest Research Institute, Tropical Forest Research Institute, Arid Forest Research Institute, Institute of Forest Productivity, Rain Forest Research Institute, Institute of Forest Biodiversity, Institute of Wood Science and Technology and Institute of Forest Genetics and Tree Breeding) and its five centres (Forest Research Centre for Eco-Rehabilitation, Forest Research Centre for Skill Development, Forest Research Centre for Bamboo and Rattan, Forest Research Centre for Livelihood Extension and Forest Research Centre for Coastal Ecosystem) located across length and breadth of the country.

- 2.1.1 Ministry of Environment, Forest and Climate Change, Government of India is supporting an initiative to enhance South-South Cooperation by developing a Centre of Excellence at Indian Council of Forestry Research and Education (ICFRE) in order to develop scientific approach, facilitate induction of technology and knowledge sharing for addressing land degradation issues.
- 2.1.2 It is proposed to prepare a Detailed Project Report to set up a Centre of Excellence for Sustainable Land Management and South-South Cooperation
- 2.1.3 The time period for the submission of deliverables is four months from the start of the agreement.
- 2.1.4 The bidder would be appointed on an assignment basis for the said purpose/ assignment and duration.
- 2.1.5 Interested bidders are invited to submit their proposals for the assignment, which must include the following, as detailed subsequently in this document:
 - (i) A Technical Proposal
 - (ii) A Financial Proposal and
 - (iii) Earnest Money Deposit (EMD)
- 2.1.6 It may be noted that:
 - (i) The costs of preparing the proposal are not reimbursable and
 - (ii) ICFRE is not bound to accept any of the proposals submitted without assigning any reason.
- 2.1.7 The bidders are required to provide professional, objective, and impartial service and at all times hold ICFRE's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 2.1.8 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of ICFRE, or that may be reasonably perceived as having this effect. Failure to disclose such situations by the Consultancy Firm/ Agency may lead to disqualification of the bidders or termination of the contract.
- 2.1.9 Bidders must observe the highest standards of ethics during the selection and execution of the contract. ICFRE may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for

the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

2.1.10 Instructions for Online Bid/ RFP Submission:

Following are the instruction for online bid submission as per the term and conditions of service provider i.e. ITI Limited, a Public Sector undertaking under the Ministry of Information Technology and Communications, Government of India.

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificate (DSC). The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal of MoEFCC may be obtained at: <https://moefcc.euniwizarde.com>

Registration

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizarde.com> on clicking on the link "Online bidder Registration" on the e-tender Portal by paying the registration fee of Rs. 2360/- per year.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any future communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by Controller of Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Technical Query contact to online e-Procurement portal helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com

2.1.11 Other General Instructions

1. Request for Proposal (RFP) documents may be downloaded from ICFRE website <http://icfre.gov.in> and CPP site <https://eprocure/gov.in/epublish/app> (for reference only) and Request for Proposal documents may be submitted through MoEFCC online portal <https://moefcc.euniwizarde.com>.
2. Manual Request for proposal shall not be accepted.
3. RFP shall be submitted online only at MoEFCC procurement portal <https://moefcc.euniwizarde.com>. Bidders are advised to follow the instructions provided in the Instructions to the Bidder for the e-submission of the bids through the Ministry of

Environment, Forest and Climate Change (MoEFCC) portal at <https://moefcc.euniwizarde.com>.

4. Hard copies of EMD and RFP Fee or its exemption certificate must reach to the Director (International Cooperation), Indian Council of Forestry Research and Education, P.O New Forest, Dehradun – 248006, in the prescribed form on or before the last date/time of online submission of the RFP.
5. Bidder who has downloaded the request for proposal from ICFRE website and MoEFCC portal shall not tamper/ modify the technical and financial proposal documents in any manner. In case same is found to be tampered/ modified in any manner, RFP shall be completely rejected and EMD shall be forfeited and Bidder is liable to be banned for consultancy services with ICFRE in future.
6. Request for Proposal Document Fee: Rs.590/-(including GST @18%) in the form of crossed Demand Draft in favour of Account Officer, ICFRE payable at Dehradun. Scanned copy of the same should be uploaded in the portal.
7. Following documents shall be submitted/ uploaded online on <https://moefcc.euniwizarde.com>:
 - a. Signed and scanned copy of PAN card
 - b. Signed and scanned copy of GST certificate, if applicable
 - c. Signed and scanned copy of Audited Balance Sheet
 - d. Signed and scanned copy of affidavit of Partnership Deed, if applicable
 - e. Signed and scanned copy of affidavit on non-judicial stamp paper of INR 10/- by the Bidder that it has never been blacklisted/ debarred/ banned by any Government Departments/ Public Sector, failing which RFP shall be rejected.
8. No RFP should be withdrawn after the deadline for submission of RFP and before the expiry of the validity period. If Bidder withdraws the RFP during this period, it will result in forfeiture of the earnest money furnished by the consultant.
9. The RFP should accompany a Demand Draft/FDR of value as indicated in tender as Earnest Money Deposit, payable in favour of the Account Officer, ICFRE which will be refunded without any interest, if the offer is not accepted. In case of offer is accepted but not honoured by the Bidder, the Earnest Money Deposit shall be forfeited. The Earnest Money Deposit will also be forfeited, if wrong information is given in the proposal to influence the procurement process.
10. Any or all the RFPs can be rejected by Director General, ICFRE without assigning any reason. It cannot be challenged in any court. Disputes if any will be under the jurisdiction of Dehradun Court, Uttarakhand, India.
11. In case of any dispute, the Director General, ICFRE shall decide the issue and his decision shall be final and shall be binding to the parties.
12. No legal proceedings to enforce any claim arising out of this work contract shall be instituted except under the jurisdiction of Dehradun Court, Uttarakhand, India.
13. False declarations will be in breach of the code of integrity under rule 175 of General Financial Rules 2017 of the Government of India for which a bidder or its successors can be

debarred for up to 2 years as per rule 151 of GFR along with such other actions as may be permissible under law.

- 14. EMD and RFP document fee should be submitted physically on or before end date and time of bid submission to the Director (International Cooperation), ICFRE, Dehradun-248006 otherwise RFP shall be rejected. Hard copies of technical and financial proposals need not be submitted physically. They need only be submitted online on MoEFCC portal.**

Searching for Tender Documents

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Bidders can pay the processing fee of e-procurement portal of Rs. 3000/- + 18% GST (NOT REFUNDABLE) through net-banking / Debit / Credit card. Thereafter, they may download the required documents/ tender schedules, bid documents etc. Once bidders pay both fee (Registration Fee and Tender Processing Fees), will be moved to the respective "Register" Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

2.2 Dispute Resolution

- 2.2.1 If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be finally settled by Director General, ICFRE, whose decision shall be final.

2.3 Termination of Assignment

ICFRE will have the right to terminate the assignment by giving 30 (thirty) days written notice. In the event of termination for no fault of bidder, ICFRE will reimburse all the expenses incurred by the bidder (upon submission of proof including the expenditure statement and utilization certificate certified by a CA as per General Financial Rule 2017) including closing-up of the project. If the assignment is terminated due to the fault of the bidder or in case of termination of the assignment by the bidder for reasons not attributable to ICFRE, the performance security of the bidder will be forfeited.

- 2.3.1 The bidder shall submit the RFP containing the EMD (scanned copy), Technical Proposal and Financial Proposal respectively through online e-Procurement Portal (URL: <https://moefcc.euniwizarde.com>). The submissions for conditions of eligibility shall be evaluated first as specified in this RFP. Subsequently the technical evaluation as specified in this RFP will be carried out only for those Agencies who meet the conditions of eligibility criteria. Based on this technical evaluation, a list of technically qualified bidders shall be prepared in the order of their merit.

- 2.3.2 Number of Proposals: No bidder shall submit more than one proposal.

2.4 Right to reject any or all Proposals

- 2.4.1 Notwithstanding anything contained in this RFP document, ICFRE reserves the right to accept or reject any Bid, annul the Selection Process and reject all Bids, at any time without

any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reason thereof.

2.4.2 Without prejudice to the generality of above, ICFRE reserves the right to reject any Proposal if:

- (i) At any time, a material misrepresentation is made or discovered, or
- (ii) The bidder do not provide, within the time specified by ICFRE, the supplemental information sought by ICFRE for evaluation of the Proposal.

2.4.3 Such misrepresentation/ improper response by the bidder during the selection process may lead to the disqualification of the bidder. If such disqualification/ rejection occurs after the Bids have been opened and the highest ranking bidder gets disqualified/ rejected, then ICFRE reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of ICFRE, including annulment of the Selection Process.

2.5 Acknowledgement by Bidder

2.5.1 It shall be deemed that by submitting the Bid, the bidder has:

- (i) Made a complete and careful examination of the RFP document;
- (ii) Received all relevant information requested from ICFRE;
- (iii) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of ICFRE;
- (iv) Satisfied itself about all matters, things and information, including matters herein above, necessary and required for submitting an informed Bid and performance of all of its obligations there under;
- (v) Acknowledged that it does not have a Conflict of Interest; and
- (vi) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (vii) ICFRE and/ or its advisors/ officers/representatives shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP document or the Selection Process, including any error or mistake therein or in any information or data given by ICFRE.

2.5.2 The proposal of the bidder shall be valid for 120 (One hundred and twenty) days from the Proposal Due Date.

2.6 Condition of Eligibility

2.6.1 The bidder must read carefully the minimum qualification criteria (hereinafter, 'Conditions of Eligibility') provided herein. **Technical and Financial Bids of only those bidders which satisfy the Conditions of Eligibility will be considered for evaluation.**

2.6.2 In addition, the bidder should be able to provide a qualified creative team for undertaking the assignment for ICFRE and should have demonstrated experience in handling similar type of works related to land degradation, monitoring of land degradation status, research-based approaches related to vulnerability assessment and modelling using RS and GIS based technologies and capacity building, training program and transfer of knowledge/technologies in the core mandated areas of the COE and also in preparation of DPR for setting up a Centre of Excellence.

2.6.3 Bidders need to have a strong aesthetic sensibility with comprehensive ability to conceive and execute the assigned task.

- 2.6.4 The bidder would need to work closely with ICFRE, Dehradun.
- 2.6.5 The bidder should submit the valid registration with Government body concerned and are expected to submit valid taxation and legal status of bidder certification documents as per the prevailing laws and regulations as appropriate.
- 2.6.6 The Minimum Qualification Criteria/ Conditions of Eligibility and the relevant forms of the assignment are as follows:

S. No.	Minimum Qualification Criteria/ Conditions of Eligibility	Document
1	The bidder must have been in operation for a minimum of 05 years as on 31 st March, 2019	Form 3A
2	The bidder must have a yearly revenue of Rs. 03 Crores during each of the last three financial years (2016-17, 2017-18, 2018-19). (A certificate from Statutory Auditor/ Chartered Accountant to this effect should be submitted along with Technical Bid)	Form 3B
3	The bidder must have handled at least one assignment with revenue of over Rs. 50 Lakhs (A certificate from Statutory Auditor/ Chartered Accountant to this effect should be submitted along with Technical Bid)	Form 3B
4	The bidder must have handled at least 01 (one) assignment of Rs. 20 Lakh or above focusing on natural resource management /environment management/ land management/ GIS&RS. (Details of the aforementioned assignments, including specifically the nature of work done, should be submitted along with Technical Bid)	Form 3C

2.7 Clarification and amendment of RFP documents

- 2.7.1 Bidder may seek clarification on this RFP Document, within three (3) days of the date of issue of this RFP document. Any request for clarification must be sent by standard electronic means (PDF and word file)/fax to ICFRE addressed to:
- Director (International Cooperation)
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun - 248 006
Phone: +91-135-2756497, 2224831(O)
Fax: +91-135-2756497
Email: dir_pic@icfre.org
- 2.7.2 ICFRE will endeavour to respond to the queries prior to the Due Date for submission of Bid. ICFRE may consider posting the reply to all such queries on its official website or CPPP portal or MoEFCC portal or by standard electronic mean of communication.
- 2.7.3 At any time before the submission of Bid, ICFRE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP documents by an amendment. All amendments/ corrigenda will be posted only on ICFRE's Official Website. In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, ICFRE may at its discretion extend the Due Date for submitting the Bid.

2.7.4 Tentative date of Pre-Bid Meeting and venue is mentioned in Data Sheet. Bidder willing to attend the pre-bid should inform ICFRE well in advance and in writing or through email. The maximum number of participants from a Bidder, who chose to attend the Pre-Bid Meeting, shall not be more than two per Bidder. The representatives attending the Pre-Bid Meeting shall accompany with an authority letter duly signed by the authorized signatory of his/her organization (3 D).

2.8 Earnest Money Deposit

2.8.1 An Earnest Money Deposit in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Account Officer, Indian Council of Forestry Research and Education", payable at Dehradun, for the sum of Rs. 1,00,000/- (Rupees One Lakh Only) shall be required to be submitted by each Bidder (hereinafter 'EMD/Earnest Money Deposit). Any Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with Central Purchase Organisation or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) may be exempted from depositing EMD, subject to submission of necessary valid documents. EMD will remain valid for a period of 120 days beyond the final bid validity period.

2.8.2 The Demand Draft in original shall be placed in an envelope and marked as "EMD- [name of the project/ assignment]" and "Not to be opened except in the presence of evaluation committee". In addition, a scanned copy (in pdf format) shall also be uploaded on e-procurement portal. Bids received without the specified Earnest Money Deposit Bid Security will be summarily rejected.

2.8.3 ICFRE will not be liable to pay any interest on Earnest Money Deposit. EMD of unsuccessful Bidders shall be returned, without any interest, within three months after grant of the work order to the Selected Bidder or when the selection process is cancelled by ICFRE. The selected Bidder's Earnest Money shall be returned, without any interest upon the Bidder accepting the Work Order and furnishing the Performance Security in accordance with provision of the RFP document and Work Order.

2.8.4 ICFRE will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to ICFRE in regard to the RFP without prejudice to ICFRE's any other right or remedy under the following conditions:

- (i) If any Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of Work Order);
- (ii) If any Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time,
- (iii) In the case of the Selected Bidder, if the Selected Bidder fails to accept the work order or provide the Performance Security within the specified time limit, or
- (iv) If the Bidder commits any breach of terms of this RFP or is found to have made a false representation to ICFRE.

2.8.5 Performance Security equivalent to the amount indicated under para 2.13.1 of this RFP document shall be furnished before start of work on assignment in form of a Bank

Guarantee substantially in the form specified in the RFP/ work order.

- 2.8.6 For the successful bidder the Performance Security shall be retained by ICFRE until the completion of the assignment by the Bidder and be released 120 days after the completion of the assignment.
- 2.8.7 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Due Date for submission of Bid, would not be eligible to submit the Bid.
- 2.8.8 A Bidder should have, during the last 3 (three) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder or its Associate.

2.9 Preparation of Bid

- 2.9.1 Bidders are requested to submit their Proposal in English language only and strictly in the formats provided in the RFP Document.
- 2.9.2 The Proposals must be signed by the Authorized Representative of the bidders (See Form 3D).
- 2.9.3 Bidders are required to submit a Technical proposal and a Financial Proposal separately (hereinafter, 'Proposal') as specified below.

(a) Technical Bid

- 2.9.4 The Bidder is expected to provide the Technical Bid as specified in this RFP Document.
- 2.9.5 Broadly, the Technical Proposal should contain the following:
 - i. Letter of Technical Proposal Submission;
 - ii. Proposed vision for the study in terms setting up a Centre of Excellence;
 - iii. Specification of new technologies to be employed;
 - iv. Comprehensive details on present projects of comparable stature;
 - v. The details of the creative team assigned for the project;
 - vi. Client testimonials supported by completion of works statements from clients;
 - vii. Draft layout of the revised document;
 - viii. An undertaking on the letterhead of the Bidder and signed by an authorized signatory, that the bidder will undertake the assignment, in accordance with the Terms of Reference and Deliverables detailed in the RFP Document and at the cost submitted by the Bidder in the financial proposal **(the cost is not to be indicated in the undertaking)**. The above undertaking submitted by the Bidder would be binding on the Bidder;
- 2.9.6 The Technical Bid shall not include any financial information.

(b) Financial Bid

- 2.9.7 In preparing the Financial Bid, Bidders are expected to take into account the requirements

and conditions outlined in the RFP document.

2.9.8 Letter of Financial Bid should include:

- i. Total cost of the assignment
- ii. Cost for any other element, which is not specified in the Terms of Reference and deliverables of this RFP document and is considered relevant for the concept execution by the Bidder must be highlighted separately.

2.9.9 Taxes as applicable in India will be paid as per actual and the same are not required to be indicated in the financial bid.

2.9.10 The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time any deviation from the quoted rate will be entertained by ICFRE.

2.9.11 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

2.10 Submission of Proposals

2.10.1 The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. More information for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizarde.com>

2.10.2 EMD in original should be addressed and delivered to:

Director (International Cooperation)

Indian Council of Forestry Research and Education

P.O. New Forest, Dehradun - 248 006

2.10.3 The Bid (along with the EMD) should be submitted through e- procurement portal on or before **on 23 January, 2020 by 03:00 PM (IST)**.

2.10.4 No Bid will be accepted after the deadline for submission and in the event of any Bid being received after the closing time for submission of Bids, the same shall be summarily rejected and returned un-opened.

2.11 Bid Evaluation

2.11.1 Prior evaluation of Bids, the ICFRE will determine whether each Bid is responsive to the requirements of the RFP document. A Bid shall be considered responsive only if:

Technical Bid

- (i) The Technical Bid is received in the form specified in this RFP document;
- (ii) It is accompanied by the Earnest Money Deposit as specified in this RFP document;
- (iii) It is received by the Due Date for submission of bid and time including any extension thereof in terms hereof;
- (iv) It does not contain any condition or qualification; and
- (v) It is not non-responsive in terms hereof.

Financial Bid

- (i) The Financial Bid is received in the form specified in this RFP document;
- (ii) It is received by the Due Date for submission of bid and time including any extension thereof in terms hereof;
- (iii) It does not contain any condition or qualification; and
- (iv) It is not non-responsive in terms hereof.

2.11.2 ICFRE reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by ICFRE in

respect of such Bids. However, ICFRE reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. ICFRE will subsequently examine and evaluate Bids in accordance with the selection process detailed here in this document.

- 2.11.3 As part of the evaluation, the Bids submitted should fulfil the Conditions of Eligibility. In case a Bidder does not fulfil the Minimum Qualification Criteria, the RFP details containing the Technical Bid, Financial Bid and Earnest Money Deposit will not be evaluated further.

Technical Evaluation:

- 2.11.4 Technical Evaluation: The evaluation committee appointed by ICFRE (hereinafter referred to as “Evaluation Committee”) will carry out the evaluation of Bids on the basis of the following evaluation criteria and points system. If required, ICFRE may seek specific clarifications from any or all bidders at this stage. ICFRE shall determine the Bidder that qualifies for the next phase after reviewing the clarifications provided by the bidder. Each evaluated Bid will be given a technical score (ST) as detailed below. The maximum points/marks to be given under each of the evaluation criteria are:

S. No.	Evaluation Criteria	Maximum Points	Document
A	Proposed background, concept plan and strategy for preparation of DPR	30	Form 3F of RFP
B	Profile and track record of the Bidder, including experience in all assignments handled so far. <i>(*Experience of each work will earn 02 points subject to maximum 20 points)</i>	20*	Form 3G
C	Details of assignments of Rs 20 Lakhs and above handled in the fields of natural resource management, environment management/land management, GIS & RS <i>(**Each work of 20 Lakhs or above of this category handled will carry 05 points subject to maximum 15 points)</i>	15**	Form 3H
E	Credentials of team identified to work with ICFRE	25	Form 3I
F	Innovative ideas and suggestions presented	10	Form 3J
	Total	100	

- 2.11.5 The score obtained by each Bidder out of 100 will constitute its Technical Score (ST)

- 2.11.6 A Bid will be considered unsuitable and will be rejected at this stage if it does not respond to important aspects of RFP Document and the Terms of Reference.

- 2.11.7 Those bids which score 75 or above of technical score will qualify and their financial bids will be considered for evaluation.

Financial Evaluation:

- 2.11.8 The Evaluation Committee will determine whether the Financial Bids are complete in all

respect, unqualified and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfil its obligations as per the ToR within the total quoted price shall be that of the bidder. The lowest Financial Bid (FM) will be given a financial score (SF) of 100 points. The financial scores of other Bids will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Bid)

- 2.11.9 Combined Evaluation: Bids will finally be ranked according to their combined technical score (ST) and financial scores (SF) as follows:

$$S = ST \times Tw + SF \times Fw$$

Where, Tw and Fw are weightage assigned to Technical Bid and Financial Bid that shall be 0.7 and 0.3 respectively.

- 2.11.10 The Successful Bidder shall be having the highest combined score(s). The second highest Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Bidder withdraws, or fails to comply with the requirements specified in the RFP Document within the stipulated timeframe.

2.12 Grant of Work Order

- 2.12.1 After selection, a Work Order will be issued, in duplicate, by ICFRE to the selected Bidder. The selected bidder shall, within 03 (three) days of the receipt of the work order, sign and return the duplicate copy of the work order in acknowledgement thereof. In the event the duplicate copy of the work order duly signed by the selected bidder is not received by the stipulated date and time, ICFRE may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such bidder as mutually agreed genuine pre-estimated loss and damage suffered by ICFRE on account of failure of the selected Bidder to acknowledge the work order, and the next highest ranking bidder may be considered.

2.13 Performance Security

- 2.13.1 Performance Security equivalent to 15 (fifteen) percent of the total cost of Financial Bid shall be furnished from a Nationalized/Scheduled Bank, before start of work on assignment, in the form of a Bank Guarantee substantially in the form specified at Annexure of the Work Order. For the Successful Bidder the Performance Security will be retained by ICFRE until the completion of the assignment by the Bidder and be released 60 (Sixty) Days after the completion of the assignment. ICFRE will not be liable to pay any interest on Performance Security amount.

2.14 Confidentiality

- 2.14.1 Information relating to evaluation of Bids and recommendations concerning grant of the Work Order shall not be disclosed to the Bidders/Agencies who submitted the Bids or to other persons not officially concerned with the process, until the selected bidder has been notified that it has been given the Work Order.

2.15 Fraud and corrupt practices

- 2.15.1 The Bidders and their respective officers, employees, agents, representatives and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding

anything to the contrary contained in this RFP, ICFRE will reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, ICFRE will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to ICFRE for, *inter alia*, time, cost and effort of ICFRE, in regard to the RFP, including consideration and evaluation of such Bids.

2.15.2 Without prejudice to the rights of ICFRE under this Clause, herein above and the rights and remedies which ICFRE may have under the work order or the Agreement, if a Bidder, as the case may be, is found by ICFRE to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices during the Selection Process, or after the issue of the work order or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by ICFRE during a period of 2 (two) years from the date on which such Bidder, as the case may be, is found by ICFRE to have directly or through an agent, engaged or indulged in any Prohibited Practices, as the case may be.

2.15.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the selection process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of ICFRE who is or has been associated in any manner, directly or indirectly with the selection process or the work order or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of ICFRE, shall be deemed to constitute influencing the actions of a person connected with the selection process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the selection process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment/ project or the work order or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of ICFRE in relation to any matter concerning the Project;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process;
- (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection process;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by ICFRE with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection process; or (ii)

having a Conflict of Interest; and

- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection process.

2.16 Pre-Bid Meeting

2.16.1 Pre-Bid Meeting of the Bidders may be convened off-line at the designated date, time and place. A maximum of two representatives of each Bidder will be allowed to participate on production of the original Authorization Letter from the Bidder (in Form 3D).

2.16.2 During the course of Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of ICFRE. ICFRE will endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

2.17 Miscellaneous

2.17.1 The selection process shall be governed by, and construed in accordance with the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection process.

2.17.2 ICFRE, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (i) suspend and/or cancel the selection process and/or amend and/or supplement the selection process or modify the dates or other terms and conditions relating thereto at any stage;
- (ii) consult with any Bidder in order to receive clarification or further information;
- (iii) retain any information and/or evidence submitted to ICFRE by, on behalf of and/or in relation to any Bidder; and/or
- (iv) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

2.17.3 It shall be deemed that by submitting the Bid, the Bidder agrees and releases ICFRE, its employees, officials, consultants, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

2.17.4 All documents and other information provided by ICFRE or submitted by a Bidder to ICFRE shall remain or become the property of ICFRE. Bidders are to treat all information as strictly confidential. ICFRE will not return any Bid or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidder to ICFRE in relation to the assignment shall be the exclusive property of ICFRE.

2.17.5 ICFRE reserves the right to make inquiries with any of the clients/associates listed by the Bidder in their previous experience record.

2.18 Tentative schedule for selection process

2.18.1 ICFRE will endeavour to follow the following schedule:

Date of issue of RFP	23 th December 2019
Last date for receiving queries/requests for clarifications	31 st December 2019
ICFRE's response to queries/requests for clarifications	03 rd January 2020
Pre-Bid Meeting; if required	07 th January 2020
Bid Due Date & Time	23 rd January 2020, 3:00PM (IST)
Verification of EMD and bids (after the bid submission time, i.e., 3:00 PM, IST)	23 rd January 2020
Presentation by the eligible bidders	31 st January 2020
Opening of financial bids of technically qualified bidders	07 th February 2020

2.19 Data Sheet

Reference	Description
	Broadly, work involves the Preparation of Detailed Project Report to set up a Centre of Excellence for Sustainable Land Management
	The method of selection is Quality cum Cost Based Selection (QCBS)
	The name of ICFRE is: "Indian Council of Forestry Research and Education"
	The Bids shall be valid for 120 days from the specified Due Date.
ICFRE's response to queries/ requests for clarifications	Clarification must be requested on or before 31 st December 2019. Bidders shall share the MS Word file in soft copy of pre-bid queries at the time of requesting clarifications. The address for requesting clarification is: Director (International Cooperation) Indian Council of Forestry Research and Education P.O. New Forest, Dehradun - 248 006 Telephone: +91-135-2224831, Email: dir_ic@icfre.org
Pre-Bid Meeting; if required	Tentative Date & Time of Pre-bid meeting, if required: 07 th January 2020, at the Official Address: Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun - 248 006 Venue: would be duly intimated
Electronic – Procurement System	The electronic-procurement system shall be used to manage this Request for Proposal (RFP) process: http://icfre.gov.in/tenders & https://eprocure.gov.in/epublish/app (for issuing and downloading of RFP for reference only) https://moefcc.euniwizarde.com (for issuing RFP, Submissions of technical and financial Proposals, and Opening of Proposals)
Bid Due Date & Time	The Proposals must be submitted online not later than: Date: 23 January 2020 Time: 03:00 PM, IST
	The Consultant must submit: (a) Technical Proposal: one (1) in original (b) Financial Proposal: one (1) in original

	The Bidder shall state cost towards the proposed work (including taxes) in Indian Rupees only.
Submission, Opening and Evaluation	<p>The Consultants shall have the option of submitting their Proposals electronically. The electronic submission procedures shall be: For electronic submission use the following e-procurement portal of MoEFCC: https://moefcc.euniwizarde.com</p> <p>Tender Bidding Methodology: The offer should be submitted through e-tendering mode in the website https://moefcc.euniwizarde.com containing two e-proposal viz. Technical and Financial Proposals. The Proposals will be uploaded along with all signed and scanned documents those are required for particular submitting the proposals.</p> <p>Broad outline of activities for Bidders prospective:</p> <ul style="list-style-type: none"> • Procure a Digital Signing Certificate (DSC). • Register on e-wizard portal (https://moefcc.euniwizarde.com). • View Notice Inviting Tender (NIT) on e-wizard portal. • Download official copy of Request for Proposal Documents from e-wizard portal. • Proposal submission on e-wizard portal. • Attend Public Online Tender Opening Event (TOE) on e-wizard portal Opening of Financial-part (Only for Technical Responsive bidder). <p>For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the e-wizard portal.</p> <p>Digital Certificates: It is mandatory for all the bidders to have Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Consultants/s can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e- tendering.</p> <p>Registration: To participate in the e-procurement, it is mandatory for bidder to get registered in e-tendering portal (https://moefcc.euniwizarde.com).</p>
	<p>An online option of the opening of the Technical Proposals is offered: Yes The opening shall take place at: ICFRE Hqs., Dehradun Date: 23 January 2020 Time: 03:00 PM (IST)</p>
	<p>An online option of the opening of the Financial Proposals is offered: Yes Opening of Financial Proposals shall be done using the e-portal of MOEFCC https://moefcc.euniwizarde.com</p>

Section 3: Standard Forms

Form 3A: Self-certification of operations for minimum 05 years

[Location, Date]

Here give a certificate that the Bidder has been in operation for a minimum of 05 years as on 31st March, 2019.

Form 3B: Format for Certification of revenue during each of the last 03 years

S. No.	Financial year	Revenue (INR)
1.	2016-2017	
2.	2017-2018	
3.	2018-2019	

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that [Name of Bidder], having its registered offices at [Registered address] has received the payments shown above against the respective years on account of professional fees.

It is also certified that [Name of the Bidder] has handled at least 1 (one) account of over Rs. 50 Lakh.

[Name of Authorized Signatory] [Designation]

[Date]

[Name of firm]

[Signature of Authorized Signatory]

[Seal of Audit firm]

Note:

1. In case the Bidder does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.
2. Please do not attach any printed Annual Financial Statements.
3. In the event that the Bidder does not wish to disclose its annual revenue, it may state that it has received more than the amount specified in the aforesaid certificate.

Form 3C: Details of at least 1 (one) assignment of Rs. 20 Lakh or above focusing on natural resource management/ environment management/ land management/ GIS & RS.

Project Name:	Approx. value of the Fees (in Rs.):
Location:	Duration of assignment (months):
Name of Client with Address:	Total no. of person months of the assignment:
Start date (month/year):	Completion date (month/year):
Sub Advisors, Joint venture partner, if any:	No. of professional person months provided by the Joint venture partners/ Sub-Advisors:
Narrative description of Project:	
Description of actual services provided in the Project:	
Current Status of the Project:	

1. The Bidder should provide details of only those assignments that have been undertaken by it under its own name
2. Submit relevant certificate to support the claim (in form of client acknowledgement, client testimonial or certificate from the Statutory Auditor/ Chartered Accountant)
3. In case the Project cost is not set out in the certificate from the client, the Bidders can submit a certificate from Statutory Auditor indicating the same

Form 3D: Format for Power of Attorney for Authorized Representative

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the "Authorized Representative"), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for and selection as bidder for [Name of Assignment], to be developed by Indian Council of Forestry Research and Education (the "ICFRE") including but not limited to signing and submission of all applications, Bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the ICFRE, representing us in all matters before the ICFRE and undertakings consequent to acceptance of our Bid and generally dealing with the ICFRE in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us until accepting the work order with the ICFRE.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF..... [month], 2019.

For [Name and registered address of organization]

[Signature]

[Name]

[Designation]

Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of Witness]

Notarized

Accepted

([Signature] [Name] [Designation] [Address] of the attorney)

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
3. *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.*

Form 3E: Technical Bid Submission Form

[Location, Date]

To
Director (International Cooperation)
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun - 248 006

RFP dated [date] for selection for Bidder for [name of assignment]

Sir,

With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Bid for selection as [name of assignment]. The Bid is unconditional and unqualified.

We are submitting our Bid as [name of the Bidder].

If negotiations are held during the period of validity of the Bid, we undertake to negotiate in accordance with the RFP document. Our Bid is binding upon us, subject only to the modifications resulting from negotiations in accordance with the RFP document.

We understand you are not bound to accept any Bid you receive. Further:

1. We acknowledge that ICFRE will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the bidder, and we certify that all information provided in the Bid and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the bidder for the assignment.
3. We shall make available to ICFRE any additional information it may deem necessary or require for supplementing or authenticating the Bid.
4. We acknowledge the right of ICFRE to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 (three) years, we have neither failed to perform any assignment or contract, as evidenced by imposition of a penalty by an arbitral or a judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project, assignment or contract by any public entity nor have had any assignment or contract terminated by any public entity for breach on our part.
6. We declare that:
 - a) We have examined and have no reservations to the RFP, including any Addendum issued by the ICFRE;
 - b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
 - c) We have not directly or indirectly or through an agent engaged or indulged in any Prohibited Practices, as defined in the RFP Document, in respect of any tender or request for Bid issued by or any agreement entered into with ICFRE or any other public sector enterprise or any government, Central or State; and
 - d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any Prohibited Practices.
7. We understand that ICFRE may cancel the selection process at any time and that ICFRE are

neither bound to accept any Bid that ICFRE may receive nor to select the bidder, without incurring any liability to the Bidders.

8. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the assignment or which relates to a grave offence that outrages the moral sense of the community.
9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any bidder of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that neither we nor any of our consortium members have been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
10. We further certify that no investigation by a regulatory authority is pending either against us or against our affiliates or against our CEO or any of our Directors/ Managers/ employees.
11. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by ICFRE in connection with the selection of bidder or in connection with the selection process itself in respect of the above mentioned assignment.
12. We agree and understand that the Bid is subject to the provisions of the RFP Document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our Bid is not opened or rejected.
13. The Financial Bid is being submitted in a separate cover. This Technical Bid read with the Financial Bid shall be binding on us.
14. We agree and undertake to abide by all the terms and conditions of the RFP Document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Fax:

(Name and seal of the Bidder)

Form 3F: Proposed background, concept plan and strategy for preparation of DPR

[Location, Date]

Form 3G: Profile and track record of the Bidder

[Location, Date]

- Name of the Bidder:
 - Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
 - Country of incorporation:
 - Registered address:
 - Year of Incorporation:
 - Year of commencement of business:
 - Principal place of business:
 - Brief description of the Company including details of its main lines of business
 - Name, designation, address and phone numbers of authorised signatory of the firm/ agency
 - Name of Authorized Signatory:
 - Designation:
 - Company:
 - Address:
 - Phone No.:
 - E-mail address:
- Brief Profile of bidder (in one page)
- Number of offices with locations
 - In India
 - Overseas
- Number of employees
 - In India
 - Overseas
- Details of Partners / Affiliates / Associates
 - In India
 - Overseas
- In-house facilities including different units/ divisions within the bidder
- Sources through which the bidder will access required inputs for the project/ assignment and requirements of MOEF&CC
- Reference case work pertaining to preparation of DPR and all other key works handled by the Bidder.
- List of all projects/ assignments handled with copies of necessary certified documents

Form 3H: Details of assignments of Rs 20 Lakhs and above handled in the fields of natural resource management, environment management/land management, GIS & RS

[Location, Date]

Form 3I: Credentials of team identified to work with ICFRE

A. Total number of members proposed to be deputed for the assignment, including the Team Leader (Minimum 06)

B. Details and composition of the team identified to work on the project with 'ICFRE':

- (i) Name of Team Member:
- (ii) Designation & Position in Team (member or team leader):
- (iii) Work being handled/ Area of Expertise:
- (iv) Qualifications:
- (v) Number of years of experience:
 - Total experience
 - Experience with the Bidder

Form 3J: Innovative ideas and suggestions presented

Section 4: Financial Bid – Standard Forms

Form 4A: Financial Bid Submission

Form 4B: Summary of Costs

Form 4A: Financial Bid Submission Form

[Location]

[Date]

To,

Director (International Cooperation)
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun - 248 006

Dear Sir,

Subject: Services for [name of assignment].

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your RFP dated [date] and our Bid. Our attached Financial Bid is for the sum of [amount(s) in words and figures].

Our Financial Bid shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, for a period of 120 days from the Bid Due Date or such further period as may be mutually agreed upon.

We undertake that, in competing for (and, if the award is made to us, in executing) the above assignment, we will strictly observe the laws against fraud and corruption currently in force in India including the Prevention of Corruption Act, 1988.

We understand ICFRE is not bound to accept any Bid it receives.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

Form 4B: Summary of Costs

Item	Cost (in Rs.)	
	Amount in words	Amount in figures
Costs of Financial Bid (including all other taxes)		
Tax (as applicable)		
Total cost of Financial Bid (including tax)		

Tax would be payable at the applicable rates as may be in force from time to time.

For Financial Evaluation, the total fee for the period will be considered. This Fixed assignment Fee will cover costs/expenses of the bidder for undertaking work as detailed in the Terms of Reference.

Break-up of costs for each of the items of work listed in the Terms of Reference are to be submitted on a separate sheet of paper. This break-up of individual costs will not be considered for financial evaluation.

Section 5: Terms of Reference

The Selected bidder will have to execute the work as per following Terms of Reference (ToR)

Terms of Reference (ToR) Preparation of Detailed Project Report to set up a Centre of Excellence for Sustainable Land Management

1. Description of Assignment:

Desertification and land degradation along with climate change and biodiversity loss were identified as the greatest challenges to sustainable development during the Rio Earth Summit in 1992. This gave birth to three Rio Conventions i.e. UNCCD, UNFCCC & CBD. United Nations Convention to Combat Desertification (UNCCD) adopted in 1994 is the only global body focused on combating desertification, land degradation and drought, and has brought attention to land degradation in the dry-lands where some of the most vulnerable ecosystems and people in the world exist. India became a signatory to the UNCCD in 1994 and ratified it in 1996. India is the seventh largest country in the world having total geographic area of 328.73 million hectare, which occupies only 2.4 per cent of the world's geographical area, however it supports over 17 per cent of the world's human population and over 18 per cent of world's cattle population. An ever increasing human and cattle population have enormous demands on land which have led to drastic changes in the proportion of land utilized for agricultural activities, urbanization and industrial development. Degradation of land is the result of both biotic and abiotic factors. Human and animal pressure on land, over-exploitation of soil and water resources, unscientific land use, natural calamities like drought and floods are major factors responsible for land degradation. Dry lands areas in India are about 228.3 Mha which is 69.6 per cent of the total geographical area, and comprises of arid lands, semi-arid land and dry sub-humid areas. According to various estimates, about 29 to 35 per cent of the total geographical area of India is subjected to land degradation. As per the Desertification and Land Degradation Atlas of India, 2016, the current extent of land degradation is estimated to be 96.4 million hectares covering 29.3 per cent of the geographic area of the India.

Sustainable Development Goal (SDG) 15 urges countries to protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, halt & reverse land degradation and halt biodiversity loss. More specifically, target 15.3 of SDG 15 aims combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world by 2030.

The COP 12 of UNCCD endorsed SDG target 15.3 in October 2015 and concept of Land Degradation Neutrality (LDN) as a strong vehicle for driving the implementation of the Convention and invited all country Parties to formulate voluntary targets to achieve LDN and to incorporate them in their National Action Programme to Combat Desertification. UNCCD defined Land Degradation Neutrality as *“A state whereby the amount and quality of land resources, necessary to support ecosystem functions and services and enhance food security, remains stable or increases within specified temporal and spatial scales and ecosystems”*. LDN aims to sustain the productivity of land, maintain the land based natural capital, support sustainable flow of ecosystem goods and services and thus

meets the needs of current and future generations. In terms of neutrality, the LDN concept aims to achieve a balance between anticipated new land degradation and future efforts to improve degraded land through land restoration and sustainable land management etc.

In response to the decisions taken by the COP 12, the Global Mechanism of the UNCCD established LDN Target Setting Process, which aims to support countries to define national LDN targets and associated measures. LDN target setting is not a stand-alone process but it should be embedded in national development policy processes with strong Government leadership, coordination across line ministries and active engagement of all the relevant stakeholders. Globally, 122 countries have committed to set LDN targets out of which 80 countries have already set their targets and many have secured high level government commitment to achieve LDN. Numbers of strategies and projects at the local, regional or national levels are required to be developed and implemented for achieving LDN targets. LDN project will use some of the indicators of UNCCD reporting such as (i) trends in land cover, (ii) trends in productivity or functioning of the land, (iii) trends in above and below ground carbon stocks, and (iv) trends in abundance and distribution of species.

It is required to build the capacity at sub-national and national level in setting national LDN baseline on basis of land cover (vegetative land cover), land productivity (land productivity dynamics), carbon stocks (above ground and below ground including soil organic carbon), identifying drivers of land degradation, defining national voluntary LDN targets, measures to achieve LDN, monitoring progress towards LDN targets and reporting on LDN as per operational guidelines of UNCCD. UNCCD Secretariat is helping the developing Country Parties to build their capacities in achieving LDN targets by 2030 but still there are a lot of gaps in capacities of the developing countries for achieving their LDN targets. India has number of specialized scientific and technical institutions working on sustainable land and ecosystem management issue, and India can take lead to bridge the gaps in developing the capacities of developing countries. Ministry of Environment, Forest and Climate Change, Government of India is supporting an initiative to enhance South-South Cooperation by developing a Centre of Excellence at Indian Council of Forestry Research and Education (ICFRE) in order to develop scientific approach, facilitate induction of technology and knowledge sharing for addressing land degradation issues.

Preparation of Detailed Project Report (DPR) to set up a Centre of Excellence for Sustainable Land Management at ICFRE with the aim to develop scientific approach and facilitate induction of technology on land degradation issues, and promote South-South cooperation with those who may wish to access knowledge, technology, and training of manpower to address land degradation related issues. The main role of the Centre would be to share knowledge and technology amongst developing country Parties of UNCCD to arrest further land degradation and restoration of degraded lands aiming at conserving biodiversity, food and water security, support livelihoods along with maintaining the flow of ecosystem goods and services for posterity. It will facilitate networking of national and international institutions working on sustainable land and ecosystem management for knowledge sharing, capacity building of the stakeholders in land degradation neutrality (LDN) target setting and provide technical support for land degradation mapping. It will also be engaged in developing planning, monitoring and evaluation systems for interventions to combat land degradation.

The Centre shall draw its strength in meeting the challenge of restoration of degraded lands by

networking of all the national and international institutions working in the domain and drawing their expertise bringing in the important component of complementarity to achieve its objectives. It will contribute globally in terms of capacity building in restoration of degraded lands, conceptualizing and implementing of transformative projects and their monitoring & evaluation apart from networking for financial support from potential investors and private sectors. All the institutes and centres of ICFRE shall be actively involved in the execution of the activities of the Centre. The Centre shall work in close coordination with all regional, national and international organizations (National Remote Sensing Centre, Space Application Centre, Indian Institute of Remote Sensing, Indian Institute of Space Science and Technology, Forest Survey of India, Indian Institute of Tropical Meteorology, International Crops Research Institute for the Semi-Arid Tropics, institutes under Indian Council of Agriculture Research such as National Bureau of Soil Survey and Land Use Planning, Indian Institute of Soil and Water Conservation, Indian Institute of Soil Science, Central Soil Salinity Research Institute, Central Arid Zone Research Institute, Central Research Institute for Dryland Agriculture, Central Agroforestry Research Institute etc.) engaged in land restoration and allied areas. The Centre shall provide all the technical support to the Ministry of Environment, Forest and Climate Change, Government of India in achieving the LDN targets. The Centre envisages south-south cooperation to enable India to share its experiences on sustainable land management with other country Parties of UNCCD.

2. Procuring Entity's Organization Background: Indian Council of Forestry Research and Education (ICFRE) is an autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India. ICFRE carries out research programs through a network of its nine Institutes (Forest Research Institute, Himalayan Forest Research Institute, Tropical Forest Research Institute, Arid Forest Research Institute, Institute of Forest Productivity, Rain Forest Research Institute, Institute of Forest Biodiversity, Institute of Wood Science and Technology,) and Institute of Forest Genetics and Tree Breeding) and its five centres (Forest Research Centre for Eco-Rehabilitation, Forest Research Centre for Skill Development, Forest Research Centre for Bamboo and Rattan, Forest Research Centre for Livelihood Extension and Forest Research Centre for Coastal Ecosystem) located across length and breadth of the country.

3. Assignment Background: The bidder is specifically expected to produce a Detailed Project Report (DPR) for setting up a Centre of Excellence for Sustainable Land Management which entails the following:

- Background and objectives in detail of Centre of Excellence
- Scope of work and functions of Centre of Excellence
- Well defined methodology to set up a Centre of Excellence
- Best suited organizational structure with manpower and infrastructure
- Estimated annual budgetary requirement till 2030 and possible funding sources to ensure sustainability of the Centre
- Action plan indicating roles & responsibilities with timelines for establishing the Centre
- Other details to be included in the DPR shall consist of strategies, target beneficiaries, legal framework, environmental impact, cost benefit analysis, risk analysis, outcomes, evaluation etc.

While preparing the DPR for setting up of a Centre of Excellence, the selected agency shall facilitate

organization of a stakeholder consultation meeting/ workshop in consultation with ICFRE and incorporate the suggestions of the same in the DPR. The operational cost for organisation of the workshop will be borne by ICFRE. Also, the selected agency is expected to review the relevant documents and also identify the possibility of collaboration with other national and international organizations.

4. Statement of Purpose/Objectives:

Scope of the assignment is to prepare a Detailed Project Report to set up a Centre of Excellence for Sustainable Land Management and South-South Cooperation at ICFRE.

The Centre of Excellence shall have the following scope of works:

At National level:

- i. Provide assistance to Ministry of Environment, Forest and Climate Change (MoEFCC) in assessment of land degradation, through space-based monitoring of land degradation status, research-based approaches related to vulnerability assessment and modelling.
- ii. Provide assistance in the formulation of Policies, Strategies and Sustainable Land Management (SLM) Frameworks in relation to Sustainable Development Goals (SDGs), land tenure management and related land rights issues.
- iii. Undertake and execute projects enabling co-benefits in areas of land restoration, climate change mitigation & adaptation and biodiversity conservation, and monitor the progress of the implementation and impacts of the projects.
- iv. Facilitate monitoring and assessment of land based indicators identified by United Nations Convention to Combat Desertification (UNCCD) and associate reporting to UNCCD through the online Performance Review Assessment of the Implementation System (PRAIS) portal.
- v. Coordinate with research organization/institute of India, i.e. ISRO (SAC, NRSC etc.), FSI, GSI, etc and undertake preparation of databases to build a national Knowledge Hub with all data related to land management.
- vi. Undertake/promote research for assessment of land degradation status, land degradation neutrality (LDN) targets, drought risk and early warning systems, sand and dust storms, land degradation induce force migration and displacement and gender mainstreaming, good governance of land tenure and land rights.
- vii. Undertake/promote research related to impacts of land degradation and land use changes in GHG emission, global warming and biodiversity loss.
- viii. Facilitate publication of articles, journals, research papers and books.
- ix. Compile and disseminate information related to best practices on indigenous knowledge for combating desertification, restoring degraded land, mitigating drought, soil and water conservation, carbon sequestration, livelihood improvement, gender empowerment, poverty eradication etc. to national stakeholders.
- x. Provide training and capacity building related to above issues through certificate, diploma, degree, doctoral and post doctoral courses.
- xi. Create business model for fund sourcing from private sectors and corporate for making a knowledge hub and sharing skill and facilitate implementation of projects related to land-water-energy resource conservation and its optimum utilization.

At International level:

- i. Collaborate with international agencies for effective knowledge exchange related to assessment of land degradation status, LDN targets, SLM practices, drought risk and early warning system, sand and dust storms, land degradation induced forced migration and displacement, gender mainstreaming, good governance of land tenure and land rights, land induced climate change and bio-diversity loss.
- ii. Dissemination training and knowledge to international stakeholders on above issues in line with understanding and achievement of SDGs.
- iii. Facilitate compilation of best practices on sustainable land and ecosystem management worldwide and dissemination to the international stakeholders.
- iv. Implementing various projects by obtaining fund from International funding agencies to facilitate implementation of projects under the domain of land-water-energy resource conservation and its optimum utilization at International level.

The DPR shall address all the above mentioned issues in such a way to ensure successful execution and functioning of the Centre.

5. Statement of Assignments Outcomes: DPR shall have sufficient details with specific, measurable, achievable, relevant, and time-based goals for setting up a Centre of Excellence and shall also explore the possibility for its sustenance. DPR shall address the queries related to environmental, financial/ economic, technical, social issues etc. generated during stakeholders’ consultations or communicated by ICFRE through any other means as appropriate.

6. Detailed Scope of Work and Time-lines:

- a. Tasks, activities, dependencies, bar chart and Gantt Chart, Milestones

S. No.	Outputs/ Deliverables (Tasks, activities)	Months		
		1	2	3
1				
2				
3				
4				

- b. Place of Assignment and Touring Requirements if any: Not applicable
- c. Length and duration of assignments: Four months from the date of award of assignment

7. Team Composition and Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):

The bidder must have been in operation for a minimum of 05 years as on 31st March, 2019. The bidder must have handled at least 01 (one) assignment focusing on natural resource management, environment management/ land management, GIS & RS and also in preparation of DPR for setting up Centre of Excellence. Team composition details are as under:

S. No.	Key Experts	Qualifications and Experience
1	Team Leader	<ul style="list-style-type: none">• Post Graduation in natural resource management/ environment management/ land management etc.

		<ul style="list-style-type: none"> • Minimum 10 years of experience in handling assignment in above domain including preparation of DPR
2	Policy Expert	<ul style="list-style-type: none"> • Post Graduation in the relevant field • Minimum 08 years of experience in management/ policy/ legal issues related to land and environment
3	Institutional Expert	<ul style="list-style-type: none"> • Post Graduation in the relevant field • Minimum 08 years of experience in relevant field • Experience of dealing with institutional reforms
4	GIS & RS Expert	<ul style="list-style-type: none"> • Post Graduation in the GIS & RS • Minimum 08 years of experience in field of GIS & RS related to natural resource including land and water management
5	Natural Resource Management Expert)	<ul style="list-style-type: none"> • Post Graduation in natural resource management/ environment management/ land management etc. • Minimum 08 years of experience in natural resource management
6	Capacity building experts	<ul style="list-style-type: none"> • Post Graduation in the relevant field • Minimum 08 years of experience in developing and organizing training programmes as per international and national standards

The bidder may engage more experts if required to fulfil the assignment in a time bound manner on his own without any additional financial burden implicated on ICFRE. Sub-contracting shall not be permitted.

8. Capacity Building, Training and Transfer of Knowledge, if any

The DPR shall also identify key areas related to capacity building, training program and transfer of knowledge/technologies in the core mandated areas of the Centre.

9. Deliverables, Reporting Requirements and Time Schedule for Deliverables

a. Format, frequency and contents of reports; dates of submission

S. No.	Deliverables	Reporting Requirements	Dates of Submission
1	Inception Report	Report shall be in the form of detailed Implementation Plan, which shall include detailed methodology, operational mechanisms and milestones.	Within 01 month from the date of award of assignment
2	Draft Final DPR	Report shall be chapter-wise, and shall include outcomes in respect of all the aspects of the assignment	Within 03 months from the date of award of assignment
3	Final DPR	After incorporating suggestions and addressing issues raised at stakeholders' consultation and observation of the Consultancy	Within 04 months from the date of award of assignment

		Management Committee, the report shall be finalized	
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Generic Structure of a Detailed Project Report (DPR) shall comprise of the following:

- i. **Context/ Background:** This section should provide a brief description of the sector/subsector as well as the national strategy and policy framework. This section should also provide a general description of the scheme/ project being posed for appraisal.
- ii. **Problems to be addressed:** This section should elaborate the problem to be addressed through the project/scheme at the local/regional/national/ international level. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/survey/ reports etc.
- iii. **Aims and Objectives:** This section should indicate the development objectives proposed to be achieved, ranked in order of importance. The outputs/deliverables expected for each development objective should be spelt out clearly.
- iv. **Strategy:** This section should present an analysis of alternative strategies available to achieve the development objectives. Reasons for selecting the proposed strategy should be brought out. Basis for prioritization of locations should be indicated (wherever relevant). Opportunities for leveraging government funds through public-private partnership or savings through outsourcing must be explored. This section should also provide a description of the ongoing initiatives, and the manner in which duplication can be avoided and synergy created with the proposed scheme/project.
- v. **Target Beneficiaries:** There should be clear identification of target beneficiaries. Stakeholder analysis should be undertaken, including consultation with stakeholders at the time of scheme/project formulation. Options regarding cost sharing and beneficiary participation should be explored and incorporated in the project. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of any adverse impact.
- vi. **Legal Framework:** This section should present the legal framework, if relevant, within which the scheme/project will be implemented, as well as the strengths and weaknesses of the legal framework in so far as it impacts on achievement of stated objectives.
- vii. **Environmental Impact:** Environmental Impact Assessment should be undertaken, wherever required, and measures identified to mitigate the adverse impact, if any. Issues relating to land acquisition, diversion of forest land, wildlife clearances, rehabilitation and resettlement should be addressed in this section.
- viii. **Technology:** This section should elaborate on the technology choices, if any; evaluation of the technology options, as well as the basis for choice of technology for the proposed project.
- ix. **Management:** Responsibilities of different agencies for project management or scheme implementation should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.
- x. **Finance:** This section should focus on the cost estimates, budget for the scheme/project, means of financing and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be explored. Infrastructure projects may be assessed on the basis of

the cost and tenor of the debt. Issues relating to project sustainability, including stakeholder commitment, operation-maintenance of assets after project completion and other related issues should also be addressed in this section.

- xi. **Time Frame:** This section should indicate the proposed zero date for commencement and also provide a PERT/CPM chart, wherever relevant.
- xii. **Cost Benefit Analysis:** Financial and economic cost-benefit analysis of the project should be undertaken wherever such returns are quantifiable. Such an analysis should generally be possible for infrastructure projects, but may not always be feasible for public goods and social sector projects. Even in the case of latter, the project should be taken up for appraisal before the PIB and some measurable outcomes/deliverables suitably defined.
- xiii. **Risk Analysis:** This section should focus on identification and assessment of implementation risks and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.
- xiv. **Outcomes:** Success criteria to assess whether the development objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (impact assessment). Similarly, it is essential that base-line surveys be undertaken in case of large, beneficiary-oriented schemes. Success criterion for scheme deliverables/outcomes should also be specified in measurable terms to assess achievement against proximate goals.
- xv. **Evaluation:** Evaluation arrangements for the scheme/project, whether concurrent, mid-term or post-project should be clearly spelt out. It may be noted that continuation of schemes from one period to another will not be permissible without a third-party evaluation.
- xvi. **Executive Summary:** A self-contained Executive Summary should be placed at the beginning of the document.

Consulting Firm shall provide the report in two parts: i) Detailed Project Report (DPR) and ii) Abridged Version of DPR. The structure of both reports will be the same as detailed above. However, the detailed project report shall also provide a list of institutions/ resource persons having competence in the core area of the Centre of Excellence both national as well as international. A model draft memorandum of understanding with each of the above categories i.e. national and international may also be provided.

Payment Schedule: Payment shall be made to the Consulting Firm Agency as per following schedule:

Deliverables	Payment Schedule
Inception report	30%
Draft final report	30%
Final report incorporating all the suggestions/ comments raised by the experts during the consultation workshop, and by ICFRE	40%

- b. Number of copies and requirements for electronic submission (or on computer media): Hard Copy: 10 No. with electronic copies. Final Report(s) submitted by the bidder shall be the sole property of ICFRE and ICFRE shall have copyright to the same.

c. Persons (indicate names, titles, submission address) to receive them;

Sh. Anurag Bhardwaj
Director (International Cooperation)
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun - 248 006

10. Background material, data, reports, records of previous surveys and so on, to be provided to the consultant

Background material, data, reports, records, if any required for the consultancy and if available with ICFRE shall be provided to the firm. The bidder shall not make these information public without prior approval of ICFRE.

11. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the Procuring Entity

Bidder is expected to discharge the assignment from its own facility. ICFRE shall provide necessary expenditures for organization of consultation workshop however, organization of the workshop shall be sole responsibility of the Firm. ICFRE shall not bear any travel boarding and lodging expenses to the bidder during the period of assignment.

12. Institutional and organizational arrangement

- a. Counterpart Project Manager and Team
Director (International Cooperation), ICFRE shall be the overall in charge of the consultancy and shall act as Counterpart Project Manager. He will be supported by experts nominated by the competent authority
- b. Consultancy Management Committee at ICFRE
To be nominated by the competent authority
- c. Chain of Command for reporting
The bidder shall report to Director (International Cooperation), ICFRE on all matters related to the assignment. Director General, ICFRE shall be the final decision-making authority.

13. Procedure for review of the work of consultant after award of contract

Director General, ICFRE shall form a committee to review the assigned task. The assignment shall be accepted on the recommendation of the committee. The bidder shall incorporate the suggestions/changes as suggested by the committee. Director General, ICFRE shall be the final decision-making authority.

The 'Terms of Reference' may be amended during the execution of the assignment depending on the need.

Annexure A: Form of Bank Guarantee for Performance Security

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank) Ref.:

Bank Guarantee:

Date:

Dear Sir,

In consideration of Indian Council of Forestry Research and Education (hereinafter referred as the 'ICFRE', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to M/s [name of bidder] a [type of company], established under laws of [country] and having its registered office at [address] (hereinafter referred to as the '**Bidder**' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and permitted assigns), an Assignment for preparation of [name of assignment] Work order by issue of ICFRE's Work order Letter of Award No. [reference] dated [date] and the same having been unequivocally accepted by the bidder, resulting in a Work order valued at Rs. [amount in figures and words] for (scope of work) (hereinafter called the 'Work order') and the bidder having agreed to furnish a Bank Guarantee amounting to Rs. [amount in figures and words] to ICFRE for performance of the said Agreement.

We [Name of Bank] incorporated under [law and country] having its Head Office at [address] (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay ICFRE immediately on demand and all monies payable by the bidder to the extent of Rs. [amount in figure and words] as aforesaid at any time up to [date] without any demur, reservation, contest, recourse or protest and/ or without any reference to the bidder. Any such demand made by ICFRE on the Bank shall be conclusive and binding notwithstanding any difference between ICFRE and the bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until ICFRE discharges this guarantee.

ICFRE shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the Work order by the bidder nor shall the responsibility of the bank be affected by any variations in the terms and conditions of the work order or other documents. ICFRE shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against ICFRE and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Work order between ICFRE and the bidder any other course or remedy or security available to ICFRE. The Bank shall not be relieved of its obligations under these presents by any exercise by ICFRE

of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of ICFRE or any other indulgence shown by ICFRE or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that ICFRE at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the bidder and notwithstanding any security or other guarantee that ICFRE may have in relation to the bidder's liabilities.

This Guarantee shall be irrevocable and shall remain in full force and effect until discharge by the Bank of all its obligations hereunder.

This Guarantee shall not be affected by any change in the constitution or winding up of the bidder/ the Bank or any absorption, merger or amalgamation of the bidder/ the bank with any other Person.

Notwithstanding anything contained herein above our liability under this guarantee is limited to Rs. [amount in figure and words] and it shall remain in force up to and including [date] and shall extend from time to time for such period(s) (not exceeding one year), as may be desired by M/s [name of bidder] on whose behalf this guarantee has been given. Date this [date in words] day [month] of [year in 'yyyy' format] at [place].

WITNESS

1. [signature, name and address]
2. [signature, name and address]

[Official Address]

Designation

[With Bank Stamp]

Attorney as Per Power of Attorney No. Dated

Strike out, whichever is not applicable.

The date will be fixed as indicated in S.C.C.

The stamp papers of appropriate value shall be purchased in the name of bank which issues the 'Bank Guarantee'. The bank guarantee shall be issued either by a bank (Nationalized/Scheduled) located in India or a foreign bank through a correspondent bank (scheduled) located in India or directly by a foreign bank which has been determined in advance to be acceptable to ICFRE.

Annexure B: Guidelines for Joint Venture (JV)/Consortium

- a) The JV/ Consortium's Bid and/ for agreement must be submitted after clearly identifying the "Lead Partner". Identification of such shall be evidenced by submitting with the bid, a Power of Attorney signed by 'Lead Partner' and legally authorized signatories of all the partners. Qualifications and credentials of each partner shall be added for the purpose of eligibility Criteria.
- b) In case the bidder comprises of joint venture /consortium /group/ partnership, if one member has the requisite net worth, it will be considered adequate provided other member(s) have no negative worth. In case, Lead Partner nominated by the JV/Consortium does not meet the experience criteria, submitted bid shall not be considered.
- c) Each JV/Consortium partner shall be jointly and severally responsible for completing the task as per the assignment contract and they shall also be and severally liable for the performance of whole contract.
- d) ICFRE in any case will deal with the lead partner who shall be responsible for execution of work and shall be entitled to receive payments as per payment terms.
- e) The bid may be signed by all members of the JV/Consortium. Alternatively, the leader may sign the bid. In such a case, the Power of Attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the Bid offer.
- f) In the case of a JV or Consortium, all members of the Company / Firm shall be jointly and severally liable for the performance of whole contract.
- g) Changes in the formation of JV/Consortium, or/and change in the JV/Consortium character/ partners after submission of the bid and any change in the bid document regarding JV/Consortium will not be permitted.
- h) The bid submission must include documentary evidence to the relationship between JV/Consortium partners in the form of JV/Consortium Agreement to legally bind all partners jointly and severally for the proposed agreement which should set out the principles for the constitution, operation, responsibilities regarding work and financial arrangements, participation (percentage share in the total) and liabilities (joint and several) in respect of each and all of the firms in the JV/Consortium. Such JV/Consortium Agreement must evidence the commitment of the parties to bid for the facilities applied for (if pre-qualified) and to execute the contract for the facilities if their bid is successful.
- i) The JV/Consortium Agreement must provide that the Lead Partner or the Authority to incur liabilities and receive instructions for and on behalf of any or all partners of the JV/Consortium and the entire execution of the contract shall be done with active participation of the Lead Partner.
- j) The partners (JV or Consortium) constituting as bidder may be from any country; except the lead partner, who shall be registered and based in India.
- k) The contract agreement should be signed by each Partners along with JV/Consortium so as to legally bind all partners jointly and severally and bid shall be submitted with a copy of the JV/Consortium Agreement providing the joint and several liabilities with respect to the contract. Subsequent declarations/letters/documents shall be signed by lead partner

authorized to sign on behalf of the JV/Consortium or authorized signatory on behalf of JV/Consortium.

- l) The JV/Consortium agreement must specifically state that it is valid for the project for which bidding is done. If JV/Consortium breaks up midway before award of work and during bid validity period bid will be rejected. If JV/Consortium breaks up midway before award of work and during bid validity/after award of work/during pendency of contract, in addition to normal penalties as per provision of bid document, all the partners of the JV/Consortium shall be debarred from participating in future bids for a minimum period of 24 months.
- m) JV/Consortium agreement shall be registered in accordance with law so as to be legally valid and binding on all the members before making any payment.

Section 6: Information of Documents Submitted

Documents are to be submitted in the prescribed format only. Also provide details as given below:

Form No.	Details	Document submitted		Page No.	Remarks (if any)
		Yes	No		
Form 3A	Self-certification of operations for minimum 05 years				
Form 3B	Format for Certification of revenue during each of the last 03 years				
Form 3C	Details of at least 1 (one) assignment of Rs. 20 Lakh or above focusing on natural resource management/ environment management/ land management/ GIS & RS.				
Form 3D	Format for Power of Attorney for Authorized Representative				
Form 3E	Technical Bid Submission Form				
Form 3F	Proposed background, concept plan and strategy for preparation of DPR				
Form 3G	Profile and track record of the Bidder				
Form 3H	Details of assignments of Rs. 20 Lakhs and above handled in the fields of natural resource management, environment management/ land management, GIS & RS				
Form 3I	Credentials of team identified to work with ICFRE				
Form 3J	Innovative ideas and suggestions presented				
Form 4A	Financial Bid Submission Form				
Form 4B	Summary of Costs				