



**Forest, Environment & Climate Change
Department, Government of Odisha**

Request for Proposal

for

**3rd Party Monitoring and Evaluation of activities under two CSSs
- Green India Mission & National Afforestation Programme
Schemes implemented in Odisha
From 2015-16 to 2022-23**

RFP No: 403

Dated: 21.04.2023

Issued By:

**State Forest Development Agency, Odisha
Office of the Principal Chief Conservator
of Forests & Head of Forest Force
Aranya Bhawan, Chandrasekharpur,
Bhubaneswar-23 Tel: 0674-2300053,**

Email- affn.pccfodisha@gmail.com/ppa.pccfhoff@odisha.gov.in

Visit us: <http://odishaforest.in>, www.ofsds.in & www.odisha.gov.in.



**STATE FOREST DEVELOPMENT AGENCY, ODISHA
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
ARANYA BHAWAN, BHUBANESWAR-23**

RFP No.403

Date:21.04.2023

REQUEST FOR PROPOSAL

**3rd Party Monitoring and Evaluation of activities under two CSSs -
Green India Mission & National Afforestation Programme
Schemes implemented in Odisha
from 2015-16 to 2022-23**

The **State Forest Development Agency**, office of the Principal Chief Conservator of Forest and Head of Forest Force, Odisha invites sealed proposals from eligible organization (Government/ Non- Government) to carry out " **3rd Party Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme Scheme implemented in Odisha**". Bidders fulfilling the eligibility criteria of the bidding process can access and download the complete RFP Document, ToR and other details from <http://odishaforest.in/www.ofsds.in/> www.odisha.gov.in.

The major events under the bid process are:

SI. No.	List of Key Events	Date
1	Date of Issue of RFP	25-04-2023
2	Last date of submission of online pre-bid Queries	29-04-2023
3	Last date for online reply of Queries	02-05-2023
2	Last Date for Submission of Proposal (Technical + Financial)	10-05-2023
3	Date of Opening of Technical Proposals	11-05-2023
4	Date of brief presentation on Technical Proposals by the Bidders (PPT)	12-05-2023
5	Date of opening of Financial Proposals of Technically Qualified Bidders	18-05-2023

1. The proposal complete in all respect must reach the undersigned by Speed Post/ Registered Post/ Courier only latest by Dt. up to :00 PM in a sealed envelope clearly mentioning on the top of it "**3rd Party Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme Scheme implemented in Odisha**". The proposals received beyond the last date and time will be rejected.
2. The authority reserves the right to reject or accept any/ all proposals without assigning any reason thereof and to cancel or amend the Tender and/or scope & other terms and condition of this tender document. Please visit the website mentioned in the RFP document regularly from time to time for the same.

Address for Submission of Proposal:

To,

The Chief Conservator of Forest (PP&A)

And Member Secretary, SFDA, Odisha

Office of the Principal Chief Conservator of Forests & HoFF

Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23

Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com/ppa.pccfhoff@odisha.gov.in

DISCLAIMER

This Request for Proposal (**RFP**) is issued by State Forest Development Agency, the office of the Principal Chief Conservator of Forest and Head of Forest Force, Odisha in which the information (hereinafter referred to either as “TENDER”) is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the office. It does not claim to, contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each proposer must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the office, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise representation or warranty.

The authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

The office of the Principal Chief Conservator of Forest and Head of Forest Force, Odisha shall be the sole and final authority with respect to selection of a consultant through this **RFP**.

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Part - I
Bidder's Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	State Forest Development Agency, Office of the Principal Chief Conservator of Forests & Head of Forest Force, Odisha
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of RFP Document	Soft copy at the website http://odishaforest.in , www.ofsds.in / www.odisha.gov.in .
4	Approximate Value of the Tender	INR 30,00,000/- lakhs
5	Date of Issue of RFP	25 / 04 / 2023
6	Date for Submission of Pre- bid Query	29 / 04 /2023 up to 11 AM (E-mail for Pre- Proposal Query: affn.pccfodisha@gmail.com)
7	Date of Pre Bid clarification	02 / 05 /2023 at 11 AM
8	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	10 / 05 /2023 up to 4 PM
9	Date of opening of Technical Proposal	11 / 05 /2023 at 11 AM
10	Dates for presentation of the proposal by the Bidders	12 /05 /2023 at 11 AM
11	Date of opening of Financial Proposals	18 / 05 /2023 at 11 AM
12	Bid Processing Fees (Non-Refundable)	Rs. 5000/- in shape of Demand Draft/ Banker's Cheque from any scheduled commercial bank in favour of "DCF, Headquarters" payable at Bhubaneswar
13	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- in shape of Demand Draft/ Banker's Cheque from any scheduled commercial bank in favour of "DCF, Headquarters" payable at Bhubaneswar
14	Performance Security value (Performance Bank Guarantee)	10% of contract value
15	Performance Bank Guarantee (PBG) validity period	PBG should be valid for a period of three months beyond the entire contract period
16	Address for Submission of Proposal	Chief Conservator of Forests (PP&A), Office of the Principal Chief Conservator of Forests & HoFF, Odisha Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23, Tel:0674-2300053 , E-mail: affn.pccfodisha@gmail.com / ppa.pccfhoff@odisha.gov.in
17	Mode of Submission of Proposal	Speed Post/ Registered Post/ Courier/by hand only to the address as specified above during office hours (10 am to 5.30 pm) only. Submission of bid through other mode and late bid will be rejected.
18	Place of Opening of Technical Proposal	Principal Chief Conservator of Forests 6 th floor Conference Hall, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
19	Validity of Proposal	180days from the date of opening of Technical proposal
20	Validity of Rates (in INR)	For I year from the date of order.

Part - II
Letter of Invitation

Tender Document No:

Dated: / /2019

Name of the Assignment: **"3rd Party Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme Scheme implemented in Odisha".**

State Forest Development Agency, Odisha, Office of PCCF, Odisha & Head of Forest Force (The Client) invites sealed Technical and Financial Proposals from eligible bidders of national repute for **"3rd Party Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme Scheme implemented in Odisha".** More details on the proposed assignment are provided at Part-IV: Terms of Reference of this RFP document.

An Agency/Institution will be selected under Combined Quality and Cost Based Selection (CQCBS) procedure as prescribed in this RFP document in accordance with the financial and procurement guidelines of Government of Odisha.

The proposal completes in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 5000/- (Rupees Five Thousand only) towards Bid Processing Fees and a Refundable amount of Rs. 1,00,000/- (Rupees One lakh only) towards EMD in the form of Demand Draft / Banker's Cheque from any scheduled commercial bank in favor of "DCF Headquarters" Payable at Bhubaneswar failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post/ Registered Post/ Courier/By hand only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is 26/04/2023 up to 4:00 PM and the date of opening of the Technical bid is 27/04/2023 at 11:00 AM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

While all information/data given in the RFP document are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.

**Chief Conservator of Forests (PP&A)
and Member Secretary, SFDA, Odisha**

Part -III
Information to the Bidder

1. Pre-Qualification /Eligibility Criteria:

The invitation to Proposal is open to all bidders who qualify the eligibility criteria given below and the bidders must produce the required supportive documents/information as indicated against each as part of their technical proposal:

SI. No.	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	<p>(i) Single entity legally registered under appropriate authority in India.</p> <p>(ii) <i>Consortium or Joint Venture is not allowed.</i></p> <p>(iii) The bidder must be registered under GST Act 2017.</p>	<p>a. Copy of certificate of Incorporation/ Registration</p> <p>b. Copy of GST Registration</p> <p>c. Copy of valid PAN</p>
2	Required Experience from the Bidder	<p>(i) The bidder should have more than 10 <i>years</i> of existence</p> <p>(ii) The bidder should have at least 5 years of experience in the field of Third Party Baseline Study/Evaluation/End line Study/End-Term on Evaluation/Impact Assessment as on 1st April, 2022.</p> <p>(iii) The bidder should have experience of carrying out minimum of 5 Third Party Baseline Study/ Evaluation/End line Study/End-Term Evaluation/Impact Assessment of projects under Central / State Government / EAPs / Autonomous Bodies / National & International organization -:#Each project with contract value of \geq Rs. 100 Lakh for external aided project and duration of \geq 30 months.</p>	<p>a. Copies of engagement such as MoU</p> <p>b. Work Order /Contract Document</p> <p>c. Completion Certificate</p>
3	Turn Over	<p>The bidder should have an average annual turnover of more than Rs. 10 crore during the past three financial years (2019-20, 2020-21 and 2021-22) ##</p>	<p>a. Copies of audited balance sheet and profit and loss account with all schedules,</p> <p>b. A turnover certificate certified by the Chartered Accountant and by the bidder and</p> <p>c. the acknowledgement of Income Tax return as proof and duly sealed (TECHA-3)</p>

4	Bid Processing Fee	The applicant should furnish a Bid Processing Fee of Rs. 5000/- in the form of Demand Draft or Banker's Cheque in favor of "DCF, Headquarters" payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
5	Earnest Money Deposit (EMD)	The applicant should furnish an Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of Demand Draft or Banker's Cheque in favour of "DCF, "Headquarters" payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
6	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH A-5)
7	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by the World Bank/JICA / Central Government / any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letter held (TECH A-6) .

NB: # Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.

Financial Years (2019-20, 2020-21 and 2021-22). Academic institutions are exempted from the requisite turn over condition.

2. Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP document have the following meaning:

- a. Applicant means Agency/ Organization/ Firm/ Company/ Educational Institutions which submits proposal in response to this RFP document
- b. Agency means Independent Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract
- c. Contract means the Contract entered into by the parties for "**3rd Party Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme Scheme implemented in Odisha**". Personnel means professional and support staff provided by the Agency to perform Services to execute the assignment and any part thereof
- d. Proposal means proposal submitted by Bidder in response to the RFP issued by Office of PCCF & Head of Forest Force, Odisha.
- e. Services means the work to be performed by the third party agency pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by Office of PCCF & Head of Forest Force, Odisha.

3. Period of Contract

- a. The assignment is for **six months**. If the selected agency fails to perform the functions as agreed upon in the contract to be signed with Office of PCCF & Head of Forest Force, Odisha or commit breach of any of the terms and conditions, provisions or stipulations of the contract, the office shall take appropriate action including termination of the contract with the agency.

4. Documents to be submitted along with Technical Proposal (Part-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

Sl. No.	Name of the document
1	Filled in Bid Submission Check List in Original (Annexure-I)
2	Covering letter (TECH A-1) on bidder's letter head requesting to participate in the bid process.
3	Bid Processing Fee and Earnest Money Deposit (EMD) in sealed envelop
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number (GSTIN)
7	Copies of audited balance sheet and profit and loss account with all schedules.
8	A turnover certificate certified by the Chartered Account and by the bidder
9	Copies of IT Return for the last three financial years (2019-20, 2020-21 and 2021-22).
10	General Details of the Bidder (TECH A-2)
11	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
12	List of completed or ongoing assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients.
13	Self-Declaration regarding Conflict of Interest (TECH A-5).
14	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECHA-6).

NB :

- Bidders should submit the required supporting documents as *mentioned* above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

5. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs. 5000/- (Rupees Five thousand Only) in shape of Demand draft / Banker's Cheque from any scheduled commercial bank in favour of "DCF, Headquarters", payable at Bhubaneswar. The bids received without bid processing fee will be rejected.

6. Earnest Money Deposit (EMD) :

The bidder must submit, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One lakh Only)** in shape of Demand draft / Banker's Cheque from any scheduled commercial bank in favour of "DCF, Headquarters" payable at Bhubaneswar. **The bid not accompanying EMD is liable to be rejected.** The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.

7. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period.

8. Pre-Proposal Clarifications:

Bidders can submit their queries in respect to the RFP and other details if any, to Chief Conservator of Forests (PP&A), Office of the Principal Chief Conservator of Forests & HoFF, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23, [Tel:0674-2300053](tel:0674-2300053), E-mail at affn.pccfodisha@gmail.com till 01/03/2023 up to 11:00 AM. Clarifications to the above will be uploaded in the project website (<http://odishaforest.in>, www.ofsds.in & www.odisha.gov.in) for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

9. Submission of Proposal:

Bidder must submit their proposals by **Registered Post/ Speed Post/ Courier/By hand** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal. The proposal must have to be submitted in two parts Technical project & Financial project. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rejected by the Client.

The procedure for submission of the proposal is described below:

- **Technical Proposal (Part – V: Section – A –Original) and (Section –B-Original + 1Copy + Soft Copy in Word format):**

The envelope containing technical proposal (Section-A) and (Section-B) shall be sealed and superscripted as **Technical Proposal– "3rd Party Monitoring and evaluation of activities under two CSSs Green India Mission & National Afforestation Programme Scheme implemented in Odisha"**. The duly filled-in technical proposal submission forms, soft copy

in Word format (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

- **Financial Proposal ((Part – VI: FIN-1 – Original + 1 Copy + Soft Copy in PDF form) and FIN-2 – Original + 1 Copy + Soft Copy in PDF form):**

The envelope containing financial proposal shall be sealed and superscripted as **-Financial Proposal -"3rd Party Monitoring and evaluation of activities under two CSSs Green India Mission & National Afforestation Programme Scheme implemented in Odisha"**.

. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in soft copy as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**Technical Proposal (Name of the Assignment)**" and it should contain Technical Proposal which includes both Part- A and Part -B.

The second envelope must be marked as "**Financial Proposal (Name of the Assignment)**" and it should contain Financial Proposal in 2 submission forms (FIN 1 & FIN 2) only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

Name of the Assignment:

Tender Number and Date:

Deadline for Submission of Bid:

Name and Address of the Bidder:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.

10. Opening of the Proposal:

The First Envelope containing **Technical Proposal** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Tender Committee to evaluate the proposals submitted by bidders.

Only one representative with proper authorization letter from the participating bidder will be allowed to attend the technical bid opening meeting. The Second Envelope containing **Financial Proposal** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

11. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility conditions and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original(**Annexure-I**)
 - Covering letter (**TECH A-1**) on bidder's letter head requesting to participate in the selection process.
 - Bid Processing Fee and Earnest Money Deposit (EMD) as applicable
 - Copy of Certificate of Incorporation/Registration
 - Copy of **PAN**
 - Copy of Goods and Services Tax Identification Number(**GSTIN**)
 - Copies of audited balance sheet and profit and loss account with all schedules.
 - A turnover certificate certified by the Chartered Account and by the bidder
 - Copies of IT Return for the last three financial years ((**2019-20, 2020-21 and 2022-23**).
 - General Details of the Bidder (**TECH A-2**)
 - Financial Details of the bidder (**TECH A-3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - List of completed or ongoing assignments of similar nature (Past Experience Details, **TECH A-4**) along with copies of contracts / work orders / completion certificate from previous clients.
 - Self-Declaration on Conflict of Interest (**TECH A-5**)
 - Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India
 - All the pages of the proposal and enclosures/attachments are to be signed.

Bid not complying with any of the above requirement, will be out rightly rejected.

- **Technical Evaluation (2nd Stage): Total 100 Marks (70% is the qualifying mark):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Sl. No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	A. Experience of the bidder in different sector other than Forestry Sector: Experience in conducting number of Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/ Impact Assessment of any projects under Central / State Government / EAPs / Autonomous Bodies / National & International organization with contract value of more than Rs 10 Lakh and duration of 4 months or more in each project (<i>Assignments undertaken during 1st April 2018 to 1st April 2023</i>).	5 projects = 10 marks 6 projects = 11 marks 7 projects = 12 marks 8 projects = 13 marks 9 projects = 14 marks 10 & above = 15 marks	15

	B. Experience of the bidder with respect to Forestry sector: Experience in conducting number of Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/ Impact Assessment of any projects under Central / State Government / EAPs / Autonomous Bodies / National & International organization with contract value of more than Rs 10 Lakh and duration of 4 months or more in each project <i>(Assignments undertaken during 1st April 2018 to 1st April 2023).</i>	5 projects = 10 marks 6 projects = 12 marks 7 projects = 14 marks 8 projects = 16 marks 9 projects = 18 marks 10 & above = 20 marks	20
2.	Team Members enough to handle the project		
2.1	One Lead Researcher-cum-Team Leader with higher educational qualification and experience in handling the projects of research/ Evaluation study	i. Additional educational qualification of PhD degree = 2 ii. Experience for extra one year (beyond minimum 15 years of experience as Team Leader or Team Member) 1 mark to be given up-to maximum of = 5 iii. Handling of at least 5 projects as team leader and for each additional extra project as Team Leader 2 marks to be given up-to maximum of = 8	15
2.2	Three Key Team Members with higher educational qualification and experience as team member in handling the projects of research/ Evaluation study	For each team member i. Additional educational qualification of PhD degree = 2 ii. Experience for extra 1 year (beyond minimum 10 years of working experience) 1 mark to be given up-to maximum of = 4 iii. Handling of at least 3 projects as Team member and for each additional extra project as team member 1 mark to be given up-to maximum of = 4	30 (10X3)
3	Technical Presentation Understanding & methodology	Understanding of assignment = 10 Methodology for completion of the Assignment = 10	20
Grand Total			100

Bidders have to prepare a presentation as a part of the technical proposal (2nd stage). The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Representatives with proper authorization letter from the participating bidder will be allowed to attend and deliver presentation in the technical presentation meeting.

The bidder whose technical proposal secures **a score above minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal. The financial proposals of the technically qualified bidders will be opened on the date and time mentioned in the Bidder's Data Sheet.

- **Financial Evaluation (Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

12. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be **60%** weight-age to technical score and **40%** weight age to financial score.

The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where;

SF= Normalized financial score of the bidder under consideration

F_{min}= Lowest financial quote among the technically qualified bidders

F_b= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.6 + SF * 0.4$$

Where ST = Technical score secured by the bidder

SF = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc.

Combined Score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score (ST)	Financial Score (SF)	Weighted Technical Score (60% of ST)	Weighted Financial Score (40% of SF)	Combined Score (F=D+E)
A	B	C	D	E	F

13. Taxes:

Income Tax and GST (TDS) will be deducted from the contract value as per the prevailing statute.

14. Performance Bank Guarantee:(PBG)

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “.....”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

15. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the successful bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

16. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

17. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

18. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any

officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

19. Anti-Corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process.

20. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

21. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

22. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

23. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency at the cost of the agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waived.

24. Confidentiality:

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

25. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through the website <http://odishaforest.in>, www.ofsds.in . Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

26. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

27. Copyright, Patents and Other Proprietary Rights:

Forest and Environment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

28. Replacement of Personnel:

The professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications. After written notification, the Agency will provide CV of appropriate candidates within Seven (7) days for review and approval. The Agency must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Agency must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in the professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

29. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for what so ever reason.

30. Arbitration:

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Office of PCCF & HoFF, Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

31. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing fee and EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents/information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work
- Bidder tries to influence the proposal in evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- *Any other condition / situation which holds the paramount interest of the client during the overall selection process.*

Part – IV
Terms of Reference
for
Formulation of two Monitoring & Evaluation Reports of activities under two CSSs - GIM & NAP Scheme implemented in Odisha

1. Current Status of SFDA Odisha and Implementation of GIM and NAP scheme:

- The State Forest Development Agency, Odisha was constituted on 17.06.2010 under the Societies Registration Act, 1860 with PCCF, Odisha as the Chairperson and Addl. PCCF (PP&A) as the Member Secretary and Chief Executive. The Chairpersons and Member-Secretaries of all 46 FDAs of the State are members of SFDA, Odisha.
- Now the operational structure for implementation of both the schemes has been revised in our State from 3 levels to 4 levels by adding Range Level in between FDA and VSS level.
- **Fund Flow Mechanism:** The schemes have been restructured as Centrally Sponsored State Plan Scheme (CSS) with a funding sharing pattern of 60:40 between Centre and State with effect from the financial year 2015-16 onwards.

2. Brief Background of the scheme:

A. Green India Mission (GIM)

- The National Mission for a Green India (GIM) was announced as one of the eight missions under the National Action Plan on Climate Change (NAPCC) and is being implemented with an aim at protecting, restoring and enhancing India's forest cover and responding to Climate Change.
- At national level, the Mission have an all inclusive Governing council, Chaired by the Minister, Environment and Forests to provide for overall guidance and synergy of action with the Mission Director as Member Secretary. It has a National Executive Council chaired by the Secretary (E&F) for having overall responsibility of the Mission and a Mission Directorate at the National level with the Mission Director as its CEO with overall accountability for the Mission deliverables.
- State Forest Development Agency, as autonomous society, facilitates the Mission implementation within the state.
- The overall objective of the National Mission for Green India (GIM) scheme is to increase forest/tree cover and improve the quality of forest /non-forest lands for enhancement of carbon sequestration along with provisioning benefits like fuel, fodder, timber & non-timber forest produces and increase the forest-based livelihood income level of forest fringe households.
- **The Components/Interventions under the GIM scheme:**

Plantation activities under prescribed submissions: Submission-1Aided Natural Regeneration, Artificial Regeneration, Urban Plantation, Avenue Plantation, Agro forestry & Social forestry and Promoting alternative energy for taking up afforestation activities.

Support activities: Livelihood improvement activities, strengthening local-level institutions, Monitoring Evaluation, Publicity/outreach activities, Research, Strengthening FDs, Mission organization, operation, maintenance, contingencies and overheads.

- **Monitoring and Evaluation (M&E)** is an important component under the GIM. The four level Monitoring and Evaluation (M&E) process i.e.

Level 1: On –ground self-monitoring of the region by the local community, implementing organization and the Forest Department;

Level 2: Field review by an external agency of randomly selected sites for Mission financed activities;

Level 3: Remote-sensing-based forest cover monitoring by the Forest Survey of India and

Level 4: A intensive monitoring of a few pilot areas to assess the impact and efficacy of different old and new practices, in tandem by the implementing agency, the Forest Department, and a support organization.

- ✓ At present, field review by an external agency of randomly selected sites needs to be done for Mission financed activities.
- ✓ An indicative Mission Performance Monitoring Framework (PMF) is presented in the matrix at Annexure-I as per Implementation Guidelines of GIM. The indicators for monitoring shown at Annexure-I are indicative; the State/implementing partners may evolve other indicators to monitor the progress, towards achieving of outcomes/results. The PMF has been developed synthesizing the outputs and outcomes stated in the mission document.

- **Implementation Status of the GIM scheme in Odisha**

- ✓ During the financial year 2011-12, National Afforestation & Eco-Development Board sanctioned the Grants-in Aid to SFDA Odisha for taking up preparatory activities under the Green India Mission Scheme.
- ✓ The scheme is implemented by **a four-tier institutional set-up**, namely State Forest Development Agency (SFDA) at the State level, Forest Development Agencies (FDAs) at the forest division level and range level involving Joint Forest Management Committees (VSSs/ EDCs) at the village level for carrying out plantation and ancillary activities.
- ✓ The scheme has been restructured as Centrally Sponsored State Plan Scheme (RCSS) with a funding sharing pattern of 60:40 between Centre and State with effect from the financial year 2015-16 onwards.

- (i) Under the approved project for five years (**1st Project from 2015-16 to 2019-20**) the scheme has been implemented in 5 identified landscapes in five divisions covering 50 VSSs in the state. As per this approved work programme, afforestation over a total area of 2198 ha (including distribution of seedlings for planting in farm land over 125 ha) has been achieved along with promoting alternative fuel energy to 2500 households in five identified landscapes.
- (ii) **The 2nd project (2018-19 to 2022-23)** was approved during 2018-19 under which 5537 ha area (including distribution of seedlings for planting in farm land over 950

ha) have been afforested with promoting alternative energy devices to 1200 households in the previous selected five landscapes covering 69 VSSs (including VSSs covered under previous projects). The maintenance of such plantations is being carried out in subsequent years.

(iii) The third project (2019-20 to 2023-24) which has been started during 2019-20, plantations over 4558.75 hectare, 1473.09 hectare and 537 hectare during 2020-21, 2021-22 and 2022-23 respectively have been achieved under different components and alternate fuel energy devices have been distributed to 2600 households in the selected landscapes covering 129 VSSs of fifteen divisions of the state.

(iv) Similarly plantations over 2066 hectares have been achieved during 2022-23 under the **4th project (2021-22 to 2025-26)**.

(v) 2030 ha of area will be afforested during 2023-24 under the project of fifth are (2022-23 to 2026-27)

B. Brief Background of the National Afforestation Programme:

The National Afforestation Programme (NAP) is operated by the National Afforestation and Eco-Development Board (NAEB), Ministry of Environment and Forests as a Centrally Sponsored Scheme. The objective of the scheme is to increase and/or improve Forest and Tree Cover for rehabilitation of degraded forests and other areas in participatory forest management processes for sustainable development and management of forest resources focusing on improvement in livelihoods of the forest-fringe communities, especially the poor.

- **The components** under the scheme are as follows:

Planting /Regeneration:

Aided Natural Regeneration (200 plants/ha), Artificial Regeneration (1100 plants/ ha), Pasture Development / Silvipasture (400 plants/ha), Bamboo Plantation (625 plants/ha), Planting of canes (625 plants/ha), Mixed Plantations of trees having MFP and medicinal value (1100 plants/ha) and Regeneration of perennial herbs and shrubs of medicinal value (2000 plants/ha).

Other components:

1. Strengthening of JFM: Constitution of JFMC (per JFMC) and Micro-planning (per JFMC), 2. Awareness Generation, 3. Micro-planning, 4. Fencing, 5. Soil & Moisture Conservation, 6. Entry Point activities, 7. Training & Capacity Building, 8. Value Addition and Marketing of Forest Produce, 9. Concomitant Monitoring & Evaluation, 10. Overheads, 11. Treatment of Problem Lands and 12. Use of Improved Technology.

- **Monitoring and Evaluation Process for NAP scheme:**

As per Para 9.2. of Revised Operational Guidelines 2009 of NAEB, each FDA project should be evaluated twice during the project cycle. The first, Concurrent Evaluation should be done in the 24-36 months of project operation for assessment of the degree of peoples' participation in the functioning of VSSs, in particular during micro-planning and implementation of initial project activities. The second evaluation i.e. Final Evaluation of the project, should be done after 3 years of the last tranche of tree planting in the project (after completion of the project) to focus on the quality of peoples' participation, success of regeneration, in terms of expansion and improvement in vegetation, and poverty impacts of the project.

As per guide lines of NAEB, the Concurrent/Final Evaluation is undertaken for assessment of the degree of peoples' participation in the functioning of JFMCs, in particular during micro-planning and implementation of initial project activities and the final Evaluation focuses on the quality of peoples' participation, success of regeneration, in terms of expansion and improvement in vegetation, and poverty impacts of the project.

Evaluation of NAP projects by SFDA, Odisha:

As per guidelines of National Afforestation and Eco-development Board (NAEB), SFDA Odisha has formulated FDA wise 6 Consolidated Concurrent Evaluation Reports and 6 Final Evaluation Reports under NAP scheme up to the project period of 2014-15 to 2018-19, by engaging a third Party and transmitted the same to the National Afforestation & Eco-development Board, Ministry of Environment & Forests & Climate Change, Govt. of India during 2013-14, 2016-17 and 2018-19.

- ✓ At present, field evaluation by an external agency of randomly selected sites needs to be done for the NAP activities undertaken during the project period from 2015-16 to 2019-20, 2016-17 to 2020-21, 2017-18 to 2021-22, 2018-19 to 2022-23, 2019-20 to 2023-24.

• Implementation Status of the NAP scheme in Odisha

- ✓ The scheme is implemented by **a four-tier institutional set-up**, namely State Forest Development Agency (SFDA) at the State level, Forest Development Agencies (FDAs) at the forest division level and range level involving Joint Forest Management Committees (VSSs/ EDCs) at the village level for carrying out plantation and ancillary activities.
- ✓ **Fund flow mechanism:** The scheme is being implemented on 60:40 of funding share between centre and state since 2015-16. During the financial year 2021-22 the scheme was merged and subsumed under the National Mission of Green India Scheme (GIM).
 - (i) Under the approved project for five years (**2015-16 to 2019-20**) during 2015-16, the scheme has been implemented in JFM areas of 23 FDAs in the state. As per this approved work programme, afforestation over a total area of 1975 ha has been achieved along with other works.
 - (ii) No project has been sanctioned during 2016-17 Financial year.
 - (iii) During 2017-18, the next project (**2017-18 to 2021-22**) was sanctioned for covering the JFM areas of 28 FDAs in the state. As per this approved work programme, afforestation over a total area of 4565 ha has been achieved along with other works.
 - (iv) **The project (2018-19 to 2022-23)** was approved during 2018-19 under which 3188 ha area have been afforested in the JFM area of 35 FDA divisions.
 - (v) **The project of five years (2019-20 to 2023-24)** was implemented involving JFMCs to afforest in their areas of 35 FDAs of the state. As per this approved work programme, afforestation over a total area of 6335 ha has been achieved along with other works.

3. Scope of the present evaluation :

The geographical scope of the present assignment extended to the both GIM/ NAP implementing divisions of Odisha. The present study will cover the activities (both plantation and support activities) undertaken in several JFMCs under different FDA divisions situated in 30 districts of the state. Out of the total existing 46 FDA divisions, 15 FDAs (namely

Berhampur/ Dhenkanal/Ghumsur South/Kalahandi North/Kalahandi South/ Sundargarh/ Bonai/ Angul/ Koraput/ Nabarangpur/ Rairangpur/ Bolangir/ Balliguda/Nayagarh & Bargarh) have implemented both the schemes .The present study will make an effort for reviewing the financed GIM & NAP activities undertaken in different JFMCs (VSSs) of respective divisions covered under different project periods which include:

SI. No.	Project Period	Name of the Scheme	SI. No.	Project Period	Name of the Scheme
1	2015-16 to 2019-20	NAP	1	2015-16 to 2019-20	GIM
2	2016-17 to 2020-21		2	2016-17 to 2020-21	
3	2017-18 to 2021-22	NAP	3	2017-18 to 2021-22	
4	2018-19 to 2022-23	NAP	4	2018-19 to 2022-23	GIM
5	2019-20 to 2023-24	NAP	5	2019-20 to 2023-24	GIM
6			6	2020-21 to 2024-25	
7			7	2021-22 to 2025-26	GIM
8			8	2022-23 to 2026-27	GIM

The agency will formulate consolidated evaluation report with indicating project period wise evaluated assessment/ analysis under both NAP & GIM scheme separately. Besides, an exclusively separate project period wise consolidated and comparative assessment report for each scheme should also be produced by the agency.

1. The performance measurement of evaluation will be reported on the basis of the performance monitoring frame work prescribed by the Ministry of Environment, Forest & Climate Change, Government of India enclosed as **Annexure – III**.
2. The evaluation of NAP scheme will be reported in the prescribed format of National Afforestation and Eco-development Board, MoEF & CC, Govt. of India the evaluation format of NAP scheme is enclosed as **Annexure- IV**.

4. Objectives of the present evaluation:

The Objectives of the present evaluation are:

- ✓ to assess the effectiveness on functioning of GIM / NAP implementing JFMCs (VSSs)
- ✓ to review the impact of protection measures towards decreasing trend of fire incidence, the illegal felling of trees / poaching and grazing followed by JFMCs in project areas
- ✓ to assess the degree of peoples' participation in the functioning of JFMCs, in particular during micro-planning and implementation of initial project activities and the quality of peoples' participation under both the schemes,
- ✓ to find out the survival rate and growth of plantations under the component of ANR, AR, Mixed Plantations taken up under NAP scheme
- ✓ to find out the survival rate and growth of plantations under different GIM components of eco-restoration/afforestation activities in scrub lands, shifting cultivation areas, ravine lands in terms of enhancing quality of forest cover and improving ecosystem services
- ✓ to evaluate the quality of progress done under the component of Soil & moisture conservation works and fencing under both the scheme
- ✓ to assess the impact of training/ capacity building programme on the local villagers as well as on the Forest department personnel
- ✓ to examine the qualitative enhancement of the forest / tree cover in urban and peri-urban areas through promotion of Farm-forestry, Agro-forestry and Urban-forestry under GIM,
- ✓ to examine the annual CO₂ sequestration in the GIM project area
- ✓ to find out the degree of improvement in the rural energy security by energy efficiency measures and alternate energy sources under the GIM

- ✓ to find out the sources of creating and improving optimum employment opportunities for economically marginalized class of population living in and around the project areas through promotion of livelihood improvement activities / entry point activities under both the scheme
- ✓ to review the progress & quality of monitoring work at VSS & Range/Division/state level
- ✓ to find out any gap on monitoring activities practiced in the field and formulate a qualitative monitoring module with application of modern technology if required to be implemented at different level
- ✓ to assess the policy level gaps if any and recommend suitable policy change measures.
- ✓ to gather success stories/ Case studies of the project areas based on the GIM & NAP implementing guidelines of Govt. of India

5. Methodology:

1. The present study aims to find out the overall progress as well as impact of implementation of the ongoing scheme which includes both plantation and support activities being carried out for the qualitative & quantities improvement of the forest cover /out side the forest along with providing a scope for livelihood improvement of the rural poor. Hence, both qualitative and quantities data are to be collected from the primary source (field study) and secondary source. Besides, experimental data may also be gathered using selected variables, observations etc. Further, in order to produce generalizable outcome, a carefully designed methodology for quantitative and qualitative assessment is to be sketched with application of tools and techniques of data collection.
2. The methodology proposed for the evaluation study will be based on the Probability sampling method involving random selection which makes strong statistical inferences about the whole universe which is described below :

Sampling Technique for GIM Scheme

Scheme Implementing Division	Scheme Implementing VSS (Stratified sampling)	Plantation sites of all implementing divisions (Simple Random Sampling)							Distribution of seedlings	Distribution of chullah	Support activities /livelihood activities
		Conversion	ANR 200 & 400 plants /ha	AR 1600 plants/ha	Shifti ng cultivation	Ravi ne	Urban	A ve nue			
100 %	30 % from each division	(20-50)% of plantation sites under different components from sample VSS depending on number of sites exist in the VSS more the number of sites less the sampling percentage							In all sample VSSs	In all sample VSSs	In all sample VSSs
		Field survey on 5 % area from each sample site							10% of Nursery Selection per sample Division/VSS	10% selection of beneficiaries per each	
									5% of beneficiaries per each sample VSS Nursery	sample VSS	

3. Since the universe of NAP scheme is vast covering almost 37 divisions in different projects periods, the division will be selected from each Forest Circle on the basis of stratified random sampling method and number of sides/ VSS, area of plantation sites will be covered under the sample following the stratified/simple random sampling method. The detail picture is highlighted below:

Sampling Technique for NAP Scheme

Scheme Implementing Divisions	Scheme Implementing VSS (Stratified sampling)	Plantation sites of all implementing divisions (Simple Random Sampling)			Other works/ Entry point activities
		ANR (200plants /ha)	AR (1100 plants /ha)	Mixed plantations (1100 plants/ha)	
40% from each Forest circle	30 % from each division	(20-50)% of total plantation sites under different components from sample VSSs depending on number of sites exist in the VSS (More the number of sites less the sampling percentage)			All sample VSSs
		Field survey will cover plantation / SMC /Fencing activities in 5 % area from each sample site.			

6. Agency’s Inputs and Resources Required

The assignment requires a firm or agency with skills and experience in independent third party assessment / verification, relevant M&E systems, and in conducting evaluations of forestry or any social sector.

The Agency’s team must comprise the following managerial, field investigators and data entry operator positions, with qualifications and experience as mentioned.

CVs of the proposed personnel will be evaluated.

Position	Suggested Number	Qualifications and Experience
Team Leader	01	Minimum Master's degree in Forestry / Agriculture, Social science or equivalent degree from reputed institution. PhD. degree will be given preference. Minimum 15 years of working experience in the areas of Forestry, Socio-economic Development, Research etc., out of which experience in 5 projects as a project lead or program lead
Key Team Member	03	Minimum Master's degree in Forestry, Agriculture, Social science, or equivalent degree from reputed institution. Minimum 10 years of working experience in the areas of Forestry, Socio-economic Development, Research etc. OR Retired Forest officer of Odisha Govt. above the rank of Range Officer
Support Staff	03 to 05	Minimum Master's degree in Forestry, or Social Science with Experience in field Evaluation and data collection, data analysis. Working in rural development projects in the state of Odisha with Odia speaking will be preferred. OR Retired Forest officer of Odisha Govt. above the rank of Dy. Ranger
	04	

7. Deliverable and corresponding Time Frame:

Time line: The entire work shall be completed in about 6 months without any delay, and timeframe is given in the below:

- 1st Month :**
- A.** Preparation of Inception report which comprises of following points:
 - i) understanding of the ToR
 - ii) preparation of detailed implementation plan (work plan) including plan for deployment of team
 - iii) Preparation of independent verification methodology indicating sampling strategy and tools and techniques of data collection
 - B.** Field deployment of team member for data collection on pilot basis.
 - C.** Presentation of Inception report before PCCF & HoFF, Odisha for approval by the office.

2nd &

- 3rd Months :**
- i) Training of Field Investigators
 - ii) Field deployment of Team members for data collection
 - iii) Collection and Completion of data collection from field and secondary sources
 - iv) Interim presentation on data collection by the team

4th &

- 5th month:**
- i) Compilation of data and data analysis
 - ii) Report writing and sharing of interim findings with the Office of PCCF & HoFF
 - iii) Submission of draft report with compliance to the inputs of the office of PCCF & HoFF
 - iv) Report presentation before the PCCF & HoFF for suggestion and report finalization

- 6th month:**
- i) Presentation of the findings in a workshop before submission of final report for any more suggestion in data analysis as per the objectives / expected outcomes
 - ii) Submission of final report to the office of PCCF & HoFF

8. Implementation Arrangement:

The Agency will report to PCCF & HoFF, Odisha and also work closely with the office of PCCF & HoFF, Odisha for completion of the assignment. The PCCF & HoFF, Odisha will provide the required project documents and access to any available datasets. The Agency will be responsible for administering all data collection instruments.

9. Payment Schedule:

Activities/Milestone (s)	Payment %age
Inception Report	15%
Completion of the field study and interim presentation by the team.	40%
Submission of the Draft Report & presentation	20%
Submission of the Final Report	25%

10. Reporting:

The Agency shall carry out the assignment under the overall supervision of the PCCF & HoFF, Odisha for the independent Evaluation. The Agency shall ensure that reports are timely, accurate, objective based and backed-up by evidence and a clear rationale. The Agency will be required to make presentations as needed in Bhubaneswar and clarify, in a timely manner, any issues and questions raised by the office of PCCF & HoFF, Odisha.

The PCCF & HoFF, Odisha shall provide the Agency with relevant data and documents necessary to understand the project component.

Part - V

Technical Proposal Submission Forms

Technical Proposal

(Section – A)

TECH A-1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To,

Additional Principal Chief Conservator of Forest (PP&A)
Office of the Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com

Subject: Monitoring and Evaluation of activities under two CSSs - Green India Mission & National Afforestation Programme implemented in Odisha

[Technical Proposal: Part – A]

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for _____ in accordance with your Tender No.:

_____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH A -2

Bidder's organization (General Details)

Sl No.	Description	Full Details
1	Name of the organization/Firm/Company:	
2	Date of Establishment:	
3	Experience in years (Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/Impact Assessment):	
4	Registered Office Address: Tel: Fax: Email id:	
5	Address for Communication: Tel : Fax: Email id:	
6	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
7	Details of the authorized person signing & submitting the bid on behalf of the Bidder: Name: Designation: Mobile No.: Email id:	
8	Registration / Incorporation Details Registration No: Date & Year:	
9	Bid Processing Fee Details: Amount : BC/DD No.: Date: Name of the Bank:	
10	EMD Details: Amount : BC/DD No.: Date: Name of the Bank:	
11	PAN Number	
12	Goods and Services Tax Identification Number(GSTIN)	
13	Willing to carry out assignments as per the scope of work of the RFP	Yes
14	Willing to accept all the terms and conditions as specified in the RFP	Yes

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH A -3

Bidder Organization (Financial Details)

Financial Information in Rs.				
Details	FY 2019 -20	FY 2020-21	FY 2021 -22	Average
Annual Turnover (in Lakh)				
Supporting Documents: Audited financial statements for the last three FYs (2020-21, 2021-22 and 2022-23) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Bidder's Auditor with Firm Name, Membership Number & Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH A- 4

(Bidder's Past Experience Details)

Table-1 (List of completed or ongoing assignments on Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/Impact Assessment in any sector during last 5 years)**

Sl. No	Period	Name of the Assignment with Details thereof	Name of the Client	* Contract Value (in Rs.) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken/completed during the last 5 Financial Years (1st April 2018 to 1st April 2023) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.

**Assignments having Contract Value of \geq Rs. _____ Lakh & Duration of \geq _____ Months only will be taken into consideration.*

*** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.*

TECH A- 5

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Part - III : [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

In Bidders Letter Head

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Part - III: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH A-6

Self Declaration for Not Banned/Black Listed/Debarred/Suspended

To

Chief Conservator of Forest (PP&A)
Office of the Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com

Ref: Tender No. __, Dated: _

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Part – III : [Information to the Bidder] under Eligibility Criteria: Para (7)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

Technical Proposal

(Part – B)

TECH B -1

Covering Letter

(On Bidders Letter Head)

To

[Location, Date]

Chief Conservator of Forest (PP&A)
Office of the Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com

Subject: Monitoring and Evaluation of activities under two CSSs Green India Mission & National Afforestation Programme implemented in Odisha.

[Technical Proposal: Part - B]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Tender No.____, Dated: . I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your office shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I remain,

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____ Address of Bidder: _

TECH B -2

Bidder Organisation (Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

Table -1 (List of 10 or more completed or ongoing assignments on Third Party Evaluation/Baseline Survey/ Endline Study/End-Term Evaluation/Impact Assessment** in any sector during last 5years)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in Rs.	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information for 10 projects or more. Completed or ongoing Projects having average contract value \geq Rs. _____ Lakh and duration \geq _____ Months during the last 5 Financial Years (1st April 2018 to 31st March 2023) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five financial years**]

FORM-I:

(Assignment of Third Party Evaluation/Baseline Study/ End line Study/ End-Term Evaluation/ Impact Assessment in any sector)

Assignment Name:	Value of the Contract (in Rs.):
Location:	Duration of Assignment (months):
Name of Client:	Total No. of staff-months of the Assignment:
Address:	
Start Date (Month/Year):	No of professional staff-months provided by associated Consultants:
Completion Date (Month/Year):	
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 10 Best Assignments in any sector, write up restricted to 1 page only]

TECH B -4

Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[The Agency needs to present and justify in this section, if any modifications to the Terms of Reference he/she is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken in to consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH B -5

Description of Approach, Methodology and Work Plan to Undertake the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his/her understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]

A. Understanding of the Objectives, Scope and Completeness of response

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study
- b. Proposed Framework
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure
- b. Field Process Protocol control
- c. Suggestive tools for data collection
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

TECH B -6

Format of Curriculum Vitae (CV) for Proposed Professional/ Staff

1. Proposed Position:

[For each position of professional staff separate form Tech B-6 will be prepared]

2. Name of Firm [Insert name of Firm proposing the position]:

3. Name of Staff [Insert Name of Staff in Full]:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education [Include other specialized education of staff]:

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

Language	Speaking	Reading	Writing
English			
Odia			
Hindi			

NB: For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.

12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last five years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned: <i>[List all tasks to be performed under this Assignment/job]</i>	

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Assignment/Job/Project	
Year:	
Location:	
Name of the Client:	
Project Features:	
Position Held:	
Activities Performed:	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full assignment duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any willful misstatement herein leads to disqualification of CV.

Date:

Place:

Signature of the Staff Member with Date __

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements.

TECH B -7

Team Composition and Task Assignment for Each during the Study

Sl. No.	Name of the Professional/ Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1		Team Leader (no. 1)				
2		Key staff (no.3)				
3		Field Investigators (Put No.---)				
4		Data Entry Operator (put No.-- ---)				

(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format.)

TECH B – 8

Work Schedule for the Proposed Assignment

Proposed Work Plan for the Study

→
→

<i>Month</i>	1 st Month to 6 th Month					
<i>Week</i>	1	2	3	4	5	6
<i>Sequence of Study Activities / Sub Activities</i>						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Draft and Final Verification Reports) and other associated sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Part - VI

Financial Proposal Submission Forms

FIN-1

Covering Letter

(In Bidders Letter Head)

[Location, Date]

To

Chief Conservator of Forest (PP&A)
Office of the Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com

**Subject: Monitoring and Evaluation of activities under two CSSs - Green India Mission and National afforestation Programme implemented in Odisha
[Financial Proposal]**

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender No.____, Dated: . Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal: Address of the Bidder:

**Amount must match with the one indicated in Fin-2 (Table-1).*

—

FIN-2

Table- 1: Financial Proposal for the Financial Year (2023-24)*

Sl. No.	Fee Particulars	Amount in Rs.
A	Consulting Fee**	
B	Taxes applicable as per GST Act@__% of Consulting Fee	
Grand Total Cost of Assignment (Rs.) (A+B)		
In Words		

*** Consulting Fee includes (1) Remuneration for the Professional/Staff, (2) Overhead expenses comprising travel expenses, subsistence allowances, office accommodation and orientation of Field Investigators, and (3) Miscellaneous Expenses comprising office contingency expenses and preparation of formats, documents and reports. Details to be furnished as an annex.*

N.B. Taxes will be paid by the client as per the applicable rate under GST Act from time to time. Income Tax & GST (TDS) will be deducted as per applicable law.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date & Seal:__

Part – VII (Annexure)

Annexure – I

Bid Submission Check List

Sl. No	Description	Submitted Yes/No.	Page No.
Technical Proposal			
(Part – A) (Original)			
1	Filled in Bid Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	Bid Processing Fee of Rs. -----/- in form of Demand Draft/Banker's Cheque		
4	EMD of Rs. -----/- in form of Demand Draft/Banker's Cheque		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last three financial years (2019-20, 2020-21 and 2021-22)		
9	General Details of the Bidder (TECH A-2)		
10	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments of third party Evaluation/ Baseline Study/ Endline Study/ End-Term Evaluation/ Impact Assessment (Past Experience Details)(TECHA-4)along with the copies of work orders for the respective assignments		
12	Self Declaration on Potential Conflict of Interest (TECH A-5)		

13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).		
(Part- B) (Original +1 Copy+ Soft Copy in CD in Word Format) & (1 Copy + Soft Copy in word Format in CD)			
1	Covering Letter (TECH B-1)		
2	Bidder Organisation (TECH B-2)		
3	Bidder Experience (TECH B-3) Form – (I, II & III)		
4	Comments and Suggestions (TECH B-4)		
5	Description of Approach, Methodology & Work Plan (TECH B-5)		
6	CV of Key Professionals (TECH B-6)		
7	Team Composition and Task Assignment (TECH B-7)		
8	Work Plan (TECH B-8)		
Financial Proposal (Original + 1 Copy + Soft Copy in CD in PDF Format)			
1	Covering Letter (FIN-1)		
2	Financial Proposal (FIN-2)		
1	Performance Bank Guarantee (PBG) – (Annexure- II)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

Annexure – II

Performance Bank Guarantee (PBG)

To

Chief Conservator of Forest (PP&A)
Office of the Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23
Tel: 0674-2300053, Email- affn.pccfodisha@gmail.com

WHEREAS..... (Name and address of the Consultant) (hereinafter called —the Consultant) has undertaken, in pursuance of Tender No.....dated.....to undertake the service.....

(description of services)(hereinafter called- the contract).

AND WHEREAS it has been stipulated by__(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until theday of,2023.

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

(Signature of the Authorized Officer of the Bank)

.....

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank & Branch