

NOTICE
REQUEST FOR PROPOSAL (RFP)

FOR

Selection of Agency for Evaluation of Projects Undertaken under
Compensatory Afforestation Fund Management and Planning
Authority (CAMPA) in the State of Odisha for APO 2022-23

NIT NO: 929

DATE: 05.10.2023

Issuer:

Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, Bhubaneswar-23

Phone: 0674-2302036

Email: compa.pccfodisha@gmail.com

**Address for Communication & Submission of Sealed Tender
Documents:**

Chief Executive Officer, State Authority (CAMPA), 2nd Floor,
Office of the Principal Chief Conservator of Forests & HoFF,
Aranya Bhawan, Bhubaneswar-23, Odisha

Phone-0674-2302036

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Compensatory Afforestation Fund Management and Planning Authority (CAMPA), State Authority, Odisha

Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar, Odisha-23

Notice Inviting RFP for Selection of Agency for Evaluation of Projects Undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in the state of Odisha for APO 2022-23

No: Dated:

Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar invites Technical and Financial Proposals from agencies of national repute for evaluation of projects undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) as specified in this RFP Document

The RFP document can be downloaded from website of PCCF & HoFF, Odisha www.odishaforest.in, with effect from **06.10.2023** and response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

Interested agencies are requested to submit the details to the undersigned as per the schedule indicated in the Fact Sheet, by post (Registered / Speed) or by hand at the office of Chief Executive Officer, State Authority (CAMPA), 2nd Floor, O/o The Principal Chief Conservator of Forests & HoFF, Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar, Odisha-23. Based on the eligibility criteria as mentioned in the RFP, the applicant agency will be selected. State Authority reserves right to cancel/modify this tender at any stage without assigning any reason thereof.

For any further clarifications, please contact the CEO, State Authority, CAMPA, Odisha, Bhubaneswar in e-mail at campa.pccfodisha@gmail.com.

Principal Chief Conservator of Forests
& HoFF, Odisha.

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as “TENDER”) document provided to the Bidders, by the State Compensatory Afforestation Fund Management and Planning Authority (CAMPA), Odisha, Bhubaneswar, hereinafter referred to as CAMPA, or any of their employees or advisors, 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 purpose of this TENDER document is to provide the Bidder(s) with information for evaluation of projects undertaken under State Authority CAMPA, Odisha, Bhubaneswar. This TENDER document does not purport to contain all the information each Bidder may require.

This TENDER document may not be appropriate for all persons, and it is not possible for the CAMPA, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this TENDER document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this TENDER document and wherever necessary, obtain independent advice from appropriate sources. CAMPA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the TENDER document.

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

FACT SHEET (Tentative)

Sl. No	Milestone	Date
1	Request for Proposal (RFP) document made available to the applicants	06.10.2023
2	Last date for receiving queries	12.10.2023
3	Response to queries	18.10.2023
4	Last date for receipt of Technical and Financial proposals (Sealed Envelope)	30.10.2023 (By 5.00 PM)
5	Opening of Technical proposals	31.10.2023 (By 11.30 AM)
6	Technical Presentation	To be intimated subsequently
7	Opening of Financial proposals of applicants who qualify pre-qualification (technical) criteria	To be intimated subsequently
9	Earnest Money Deposit (EMD) (Demand Draft)	INR 1,50,000/-
10	Processing fee (Non-refundable)	Rs.5,000/-
11	Performance Bank Guarantee	5% of Total Professional Fee
12	Method of Selection	CQCBS
13	Contact Details	CEO (CAMPA), Office of the Principal Chief Conservator of Forests & HoFF, Aranya Bhawan, Bhubaneswar-23,Odisha

Note:

1. PCCF & HoFF, Odisha reserves the right 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.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered. **Proposal in soft format shall not be entertained.**

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1. Background

The Compensatory Afforestation Fund Management and Planning Authority (CAMPA) Odisha was constituted vide Notification No. 13995/F&E dated 14.08.2009 with an objective for Conservation, Protection, Regeneration and Management of existing natural forests, Wildlife and their habitat and raising Site Specific compensatory Afforestation, Penal compensatory Afforestation etc.

The state CAMPA formulates Annual Plans of Operation (APOs) every year to carry out its operations in the forestry sector. The core activities of CAMPA include working plan prescription and plantations, forest protection, wildlife management, Ama Jangala Yojana and SMC activities while non-core activities comprise of research, development and capacity building, infrastructure development, Forest IT and working plan exercise. In the meanwhile, the CAMPA Act, 2016 and CAMPA Rules, 2018 came into operation and the Annual Plan Operations are being prepared as per the provisions of CAMPA Act and Rules from 2019 onwards. In the meanwhile four APOs have been worked out from 2019-20 to 2022-23.

2. Objective of the Proposal

Under CAMPA, several activities have been taken up for Conservation & Development of natural forests, afforestation of degraded forest areas, forest protection, forest fire management, management of wildlife, capacity building, research & development, infrastructure development and other allied activities from 2009-10 till now. There is a need to technically evaluate these on-going activities, and based on the learning, plan the way forward. The 3rd party evaluation has already been conducted for the APOs from 2009-10 to 2017-18, 2019-20, 2020-21 and 2021-22. Now the third party will evaluate the CAMPA works undertaken as per Annual Plan of Operations (APO) 2022-23 of The present RFP is being floated to select an agency to carry out 3rd party monitoring of the CAMPA works of the above-mentioned APO of 2022-23

3. Scope of Work

The third party agency will carry out the following activities:

- Evaluation of CAMPA Annual Plan of Operations for the year 2022-23 and submission of reports.
- This evaluation includes AR, ANR, Bald Hill, Avenue Plantations in Compensatory Afforestation works along with AR, ANR, Bald Hill, Bamboo, Miyawaki, Fruit & Fodder, Conservation of RET Species and other models of plantations under NPV component raised in APO year and previous plantations maintained in APO year.
- Site Specific WL Conservation Measures under Integrated WL management.
- Evaluation of Subsidiary Silvicultural Operations of Bamboo.
- Evaluation of Soil and Moisture Conservation Measures.
- Evaluation of Forest Protection and Forest Fire Protection activities.
- Ama Jangal Yojana (AJY) works

- Wildlife Management activities
- Infrastructure Development works
- Research, Capacity Building and Forest IT.
- Raising and maintenance of 18 month old seedlings
- Digitization of Forest Blocks boundary
- Any other works taken up which are not specified here.

Details of the various works done under CAMPA APO 2022-23 are given in the Annexure. Evaluation Parameters are detailed below:

- Evaluation should be done for 10% of the sampling sites under each component in each Division. Sampling intensity varies with the type of work being evaluated. The details are given individually at Section 11.
- Collect the data required from concerned Range Office, DFO, Regional CCF office, or any other Forest Department office as per requirement of evaluation format
- Visit all the concerned forest areas as per this RFP to physically verify and record CAMPA works in prescribed evaluation guidelines.
- Interview concerned officials, like Forest Range officer, Dy.CF, CF and CCF, or other stake holder as per the need of the project.
- Prepare and submit periodical reports (financial and physical)
- At least three photographs from different angles / views per site along with geo-coordinates and date should be included in the draft report and also submitted in soft copy.
- Evaluation of any other parameter to be decided subsequently.
- Any clarifications regarding sampling intensity, methodology and documentation may be sought from CEO, CAMPA, Odisha.
- Incorporate and revise the report based on comments received on draft report.
- Complete all activities in the assignment within the time period as per MoU.

4. Period of Contract

4.1 The third party agency will be hired for a period of **six months**. The time starts from the date of signing of the contract.

4.2 If the selected agency fails to perform the functions as agreed upon in the contract signed with CAMPA or commit breach of any of the terms and conditions, provisions or stipulations of the contract, CAMPA shall take appropriate action including termination of the contract with the agency.

5. Pre Qualification Criteria

5.1 Eligibility requirements for the Agency

The invitation to Proposal is open to all applicants who qualify the eligibility

criteria as given below:

Eligibility Conditions

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal entity	Applicants eligible for participating in the assignment should be a single legal entity registered in India. a) A company registered under the Companies Act 1956, or a partnership firm registered under the relevant and prevailing law relating to partnership in India or b) An Agency registered under the Indian Trusts Act 1882 or c) An Agency registered under the Societies Registration Act 1860. or d) UGC recognized University or e) Reputed Government Institutions Agency/Firm must be in operation, continuously for the last 10 years in the field of Consultancy as on March 31, 2023.	-Certificate of incorporation -Registration Certificate -GST Registration -PAN Number of the Agency
2.	Capacity	The Applicant Agency must have at least 30 full time professionals on its role as on 31st March 2023.	Certificate duly attested by the Director of the Company
3.	Earnest Money Deposit (EMD)	The applicant should furnish, as part of its proposal, an Earnest Money Deposit EMD of INR1,50,000 in the form of Demand Draft or Bank Guarantee in favour of Dy.C.F. (Hqrs), O/o PCCF & HoFF, Odisha	Original Demand Draft/Bank Guarantee
4.	Processing Fee	Processing fee for Rs.5000/- shall be in the form of B.D in favour of DyCF (Hqrs) O/o PCCF & HoFF Odisha which is non-refundable be submitted along with proposal.	
5.	Applicant's Experience	The applicant shall have experience of evaluating/executing/project programme scheme, project management with Central/State Govt. in the last five years of projects having cumulative value of projects evaluated/ implemented/managed to be more than Rs. 40 Crores . Preferably some evaluation in forestry/environment may have been done	Proof of engagement such as MoU/ Work Order/ Engagement Letter / LoA/Completion Certificate, Project report, etc.

6.	Authorized Representative from Applicant	A Power of Attorney/Board Resolution in the name of person signing the proposal.	Original Power of Attorney/Board Resolution Copy
7.	Human Resource	The team should have required number of experts as specified in Clause 7 of RFP	Details of team members are to be provided
8.	Turn Over	Should have an average turnover of Rs. 20.00 Crores (twenty Crores) in three preceding years.	should furnish three years balance sheet, audited statement of accounts
9.	Blacklist	Should not have been blacklisted by any Department of Government of India or State Governments.	

6. Instructions to Applicant

6.1 General Conditions

- a All information supplied by Applicants may be treated as contractually binding on the Applicants, on successful award of the assignment by the PCCF &HoFF, Odisha on the basis of this RFP.
- b No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the PCCF &HoFF, Odisha. Any notification of preferred Applicant status by the PCCF & HoFF, Odisha shall not give rise to any enforceable rights by the Applicant. The PCCF &HoFF, Odisha may cancel the process at any time prior to a formal written contract being executed by or on behalf of the PCCF &HoFF, Odisha.
- c This RFP supersedes and replaces any previous public documentation & communications, and Applicants should place no reliance on such communications.

6.2 Definitions

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

- a **“Applicant”** means Agency which submits proposal in response to this Request for Proposal document
- b **“Consultant” or “Advisor”** means the Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract
- c **PCCF &HoFF, Odisha** means Principal Chief Conservator of Forests & Head of Forest Force, Odisha.
- d **“CEO(CAMPA)”** means the Chief Executive Officer, State Authority, CAMPA, Odisha, Bhubaneswar, Government of Odisha.
- e **“Contract”** means the Contract entered into by the parties for evaluation

- of projects undertaken by CAMPA
- f **“Personnel”** means professional and support staff provided by the Consultant/ Advisor to perform Services to execute the assignment and any part thereof
 - g **“Proposal”** means proposal submitted by Applicants in response to the RFP issued by the PCCF &HoFF, Odisha, Government of Odisha for selection of Consultant
 - h **“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 PCCF &HoFF, Odisha.

6.3 Compliance / Completeness of Response

- a Applicants are advised to study all instructions, forms, terms, requirements, appendices and other information in the RFP documents carefully. Submission of the Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicants must:
 - a. Comply with all requirements as set out within this RFP.
 - b. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
 - c. Include all supporting documentations specified in this RFP.
- c The Proposals must be complete in all respects, Indexed and Hard Bound. The page numbers must be clearly marked on each page and cross reference be indicated on the **Index Page**.

6.4 Applicant Clarifications

6.4.1 Queries

- a PCCF &HoFF, Odisha shall invite proposals from Agencies as per the details mentioned in the Fact Sheet of this document
- b The Applicants will have to ensure that their queries should reach to PCCF & HoFF, Odisha, Bhubaneswar, through e-mail id campa.pccfodisha@gmail.com, on or before last date of receiving queries as mentioned in Fact Sheet of this document through e-mail or only authorized representative of the Applicant. It should be clearly mentioned in the Subject of email that mail is for seeking clarifications on RFP. The queries should necessarily be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/Clarification requested	Remarks

- c State Authority, CAMPA, Odisha, Bhubaneswar shall not be responsible for ensuring that the Applicant's queries have been received by them. Any requests for clarifications after the indicated date and time shall not be entertained by State Authority, CAMPA, Odisha, Bhubaneswar.
- d The purpose of query clarification is to provide the applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, State Authority, CAMPA, Odisha, Bhubaneswar reserves the right to hold or re-schedule the process.

6.4.2 Responses to Queries and Issue of Corrigendum

- a The State Authority, CAMPA, Odisha, Bhubaneswar will endeavor to provide timely response to the queries by uploading in website. No individual response to be given. However CAMPA, Bhubaneswar makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the Applicants.
- b At any time prior to the last date for receipt of Proposals, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c The Corrigendum (if any) & clarifications to the queries from all Applicants will be uploaded on the website www.odishaforest.in. Any such corrigendum shall be deemed to be incorporated in to this RFP.

6.5 Key Requirements of the Bid

6.5.1. Rights to terminate the process

- a PCCF & HoFF, Odisha may terminate the RFP process at any time and without assigning any reason. PCCF & HoFF, Odisha makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b This RFP does not constitute an offer by the PCCF & HoFF, Odisha. The Applicants' participation in this process may result in the engaging the Applicant towards execution of the Contract.

6.5.2 Earnest Money Deposit

- a Applicants shall submit, along with their Proposals, EMD of INR Rs.1,50,000/- in the form of a Demand Draft issued in favour of Dy. CF. (Head Qtrs.) payable at Bhubaneswar.
- b EMD of all unsuccessful Applicants would be refunded within 60 Days of the Applicant being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Applicant would be returned upon submission of Performance Bank Guarantee as per the format provided in **Annexure IV**.
- c EMD amount is interest free and will be refundable to the unsuccessful Applicant without any accrued interest on it.
- d The Proposal submitted without EMD, mentioned above, will be summarily rejected.
- e Processing fee for Rs.5,000/- (Non-refundable) shall be submitted along with proposal.
- f The EMD may be forfeited:
 - i. If an Applicant withdraws or modifies the Proposal during the period of validity.
 - ii. In case of a successful Applicant, if the Applicant fails to sign the Contract in accordance with this RFP or submit Performance Bank Guarantee.
 - iii. If the Bidder is found to have submitted any information wrongly/ manipulated/ hidden/ fraud in the bid.

6.5.3 Submission of Responses

a. Technical Proposal (containing)

- i. Processing Fees
- ii. EMD, Power-of-Attorney
- iii. Cover letter and response to Pre-qualification Criteria mentioned in Section 5 (in a separate sealed envelope)
- iv. Technical proposal as per technical evaluation criteria mentioned in Section 9 with supporting documents (in a separate sealed envelope. On the envelope, it should be clearly mentioned Technical Proposal for 3rd party Evaluation of CAMPA works in APO 2022-23.)

b. Financial Proposal (containing)

- i. Cover Letter
- ii. Financial Proposal (10.3) **Annexure-III** in separate sealed Envelope. On the envelope it should be clearly mentioned Financial Proposal for 3rd party Evaluation of CAMPA works in APO 2022-23.

6.5.4 Authentication of Proposals

The Proposal should be accompanied by a power-of-attorney in the name of

the signatory of the Proposal as per Annexure mentioned in this RFP.

6.6 Preparation and Submission of Proposal

6.6.1 Proposal Preparation Costs

The Applicant shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of Proposal, in providing any additional information required by to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the process. The authority/ PCCF & HoFF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process

6.6.2 Language

The Proposal should be filled by the Applicants in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Applicants. For purposes of interpretation of the documents, the English translation shall govern.

6.6.3 Late Proposals

- a Original hard copy of RFP document, processing fees and EMD received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b The Proposals submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c PCCF & HoFF, Odisha shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d PCCF & HoFF, Odisha reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments.

6.7 Evaluation Process

- a PCCF & HoFF, Odisha Bhubaneswar will constitute a **Proposal Evaluation Committee (PEC)** to evaluate the responses of the Applicants.
- b The Committee shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- c The decision of the Committee (PEC) in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

- d The Committee may ask for meetings with the Applicants or may call for any information relating to technical details through mail to seek clarifications on their Proposals.
- e The Committee reserves the right to reject any or all Proposals on the basis of any deviations.
- f Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the Evaluation and Selection sections.

6.7.1 Tender Opening

The Proposals submitted up-to-date and time mentioned in this RFP document will be opened by Proposal Evaluation Committee constituted by the PCCF & HoFF, Odisha in the presence of the Applicants or their representatives who may be present at the time of opening. The representatives of the Applicants should be advised to carry the identity card or a letter of authority from the Applicant agencies to identify their bonafide for attending the opening of the Proposal.

6.7.2 Proposal Validity

The offer submitted by the Applicants should be valid for minimum period of 180 days from the date of submission of Proposal.

6.7.3 Proposal Evaluation

Proposal evaluation and Selection will be carried out as per the specifications mentioned in the Section on Evaluation and Selection.

6.8 Modification and withdrawal of Proposals

- a The Applicant is allowed to modify or withdraw its submitted Proposal any time prior to the last date prescribed for receipt of Proposals, by giving a written request to PCCF & HoFF, Odisha.
- b Subsequent to the last date for receipt of Proposals, no modification of bids shall be allowed.
- c The Applicants cannot withdraw the Proposal in the interval between the last date for receipt of Proposal and the expiry of the Proposal validity period specified in the RFP. Such withdrawal may result in the forfeiture of its EMD from the Applicant.

6.9 Proposal Forms

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Applicant shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the Applicant shall design a form to hold the required information.

6.10 Local Conditions

- a Each Applicant is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/ or the cost.
- b The Applicant is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The PCCF & HoFF, Odisha shall not entertain any request for clarification from the Applicant regarding such local conditions.
- c It is the Applicant's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, what-so-ever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the PCCF & HoFF, Odisha. Neither any change in the time schedule of the Contract nor any financial adjustments arising there-of shall be permitted by the PCCF & HoFF, Odisha on account of failure of the Applicant to know the local laws/ conditions. The Applicant is expected to visit and examine and study the location of Govt. offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

6.11 Contacting the State Authority, CAMPA, Odisha, Bhubaneswar or any of the bodies related to CAMPA

Any effort by an Applicant to influence the Proposal evaluation, Proposal comparison or Contract award decisions may result in the rejection of the Proposal.

Applicant shall not approach officers after office hours and/ or outside office premises, from the time of the Proposal opening till the time the Contract is awarded.

6.12 Tentative Schedule of Events

Tentative schedule of events shall be as per the dates and time given in the Fact Sheet.

6.13 Opening of Proposal

First, the Technical cover will be opened on date mentioned in fact sheet. The Financial Proposal of the technically qualified applicants will be opened subsequently, date of opening of the financial bids will be intimated to the qualified Bidders. The Evaluation Committee or its authorized representative will open the Proposals.

6.14 Deciding Award of Contract

- a The PCCF & HoFF, Odisha reserves the right to ask for a technical elaboration /clarification from the Applicant on the already submitted Technical Proposal at any point of time before opening the Financial Proposal.
- b The Applicant's name, the Proposal Price, the total amount of each Proposal and other such details, will be announced and recorded at the opening of Proposal.

- c After acceptance of LoA, Performance Security shall be deposited as specified in this document for signing an Agreement with PCCF & HoFF, Odisha or officer authorised.
- d Special Condition for Awarding the Agreement:
 - i. PCCF & HoFF, Odisha or his authorized representative will sign the Agreement with successful Applicant for a period as mentioned in Duration of Contract in the document.
 - ii. PCCF & HoFF, Odisha may extend the Agreement for a time period beyond what has been specified in Duration of Contract in the document.
 - iii. PCCF & HoFF, Odisha will also have the right to provide extension/ increase in the scope of work as per the mutually agreed terms and conditions between both the parties.
 - iv. PCCF & HoFF, Odisha will have the right to ask for additional Team members beyond what has been specified in this RFP.

6.15 Confidentiality

- a As used herein, the term Confidential Information means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, sub-routines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Applicant in rendering the Services hereunder are the Confidential Information of the Applicant.
- b The Applicants shall keep confidential, any information related to this RFP, with the same degree of care as it would treat its own confidential information. The Applicants shall note that the confidential information will be used only for the purposes of this RFP and shall not be disclosed to any third party for any reason what-so-ever.
- c At the time of the performance of the Services, the Applicant shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Applicant should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under this RFP and such rules, policies, standards, guidelines and procedures by its employees or agents.
- d The Applicant should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.

- e The obligations of confidentiality under this section shall survive rejection of the Contract.

6.16 Publicity

Any publicity by the Applicant containing the name of State Authority, CAMPA, Odisha, Bhubaneswar should be done only with the explicit written permission from PCCF & HoFF, Odisha.

6.17 Execution of the Agreement

After acknowledgement of the LoA by the selected Applicant has to deposit a performance guarantee of 5% of Total Professional Fee in the form of Bank Guarantee of any nationalized/ scheduled bank. The performance guarantee shall be valid for period of 2 months beyond the duration of Contract as specified in the RFP document. The Consultant/ Advisor shall sign the Agreement **within 21 days** from the issue of LoA.

6.18. Performance Guarantee

The successful Applicant firm shall furnish the Performance Guarantee as stipulated in the format mentioned at ANNEXURE- IV

6.19 Duration of Contract

The assignment of the work shall be valid for a period of **six months**.

6.20 Terms and Conditions: Applicable Post Award of Contract

6.20.1 Termination Clause

6.20.1.1 Termination for Default

PCCF & HoFF, Odisha may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the selected Applicant, terminate the Contract in whole or in part (provided a cure period of not less than 30 days is given to the selected Applicant to rectify the breach):

- i. If the selected Applicant fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by ; or
- ii. If the selected Applicant fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or
- iii. If the selected Applicant, in the judgment of PCCF & HoFF, Odisha, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- iv. If the selected Applicant commits breach of any condition of the Contract

If PCCF & HoFF, Odisha terminates the Contract in whole or in part on above ground, amount of Performance Guarantee may be forfeited.

6.20.1.2 Termination for Insolvency

PCCF & HoFF, Odisha may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Applicant, if the selected Applicant becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Applicant, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to State Authority, CAMPA, Odisha, Bhubaneswar.

6.20.1.3 Termination for Convenience

- a State Authority, CAMPA, Odisha, Bhubaneswar by a written notice of at least 30 days sent to the selected Applicant, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for PCCF & HoFF, Odisha's convenience, the extent to which performance of the selected Applicant under the Contract is terminated, and the date upon which such termination becomes effective.
- b In such case, PCCF & HoFF, Odisha will pay for all the pending invoices as well as the work done till that date by the Consultant.
- c Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Applicant shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

6.20.1.4 Termination by PCCF & HoFF, Odisha

- a The State Authority, CAMPA, Odisha may, by not less than 30 days written notice of termination to the Applicant, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. The selected Applicant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the same may have subsequently granted in writing;
 - ii. The selected Applicant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
 - iii. The selected Applicant fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
 - iv. The selected Applicant submits to the PCCF & HoFF, Odisha statement which has a material effect on the rights, obligations or interests of PCCF & HoFF, Odisha and which the selected Applicant knows to be false.
- b Any document, information, data or statement submitted by the Applicant in its

Proposals, based on which the selected Applicant was considered eligible or successful, is found to be false, incorrect or misleading; or as the result of Force Majeure, the selected Applicant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

- c If State Authority, CAMPA, Odisha would like to terminate the Contract for reasons not attributable to the selected Applicant's performance, they will need to clear all invoices for the Services up to the date of their notice.
- d If State Authority, CAMPA, Odisha would like to terminate the Contract for reasons attributable related to the selected Applicant's performance, PCCF & HoFF, Odisha will give a rectification notice for one (1) month to the Consultant/ Advisor in writing with specific observations and instructions.

6.20.1.5 Termination by the selected Applicant

- a The selected Applicant may, by not less than 60 days written notice to PCCF & HoFF, Odisha, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - PCCF & HoFF, Odishais in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently agreed in writing) following the receipt by the of the selected Applicant's notice specifying such breach.
 - PCCF & HoFF, Odisha fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
 - Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by PCCF & HoFF, Odisha to the selected Applicant.

6.20.1.6 Consequences of Termination

- a In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], PCCF & HoFF, Odisha shall be titled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimise loss resulting from that termination/ breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/ continued execution of the scope of the Contract.
- b Nothing herein shall restrict the right of PCCF & HoFF, Odisha to invoke guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available to the under law or otherwise.
- c The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or

after such termination.

6.20.2 Liquidated Damages

- a Notwithstanding the right of PCCF & HoFF, Odisha to cancel the order, Liquidated Damages **(LD) for late delivery at 1% (One percent)** of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract.
- b Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.
- c PCCF & HoFF, Odisha reserves the right to recover these amounts by any mode such as adjusting from any payments to be made by PCCF & HoFF, Odisha to the Consultant/ Advisor. Liquidated damages will be calculated on per week basis.
- d The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The aggregate liability of the Consultant/ Advisor shall in no event exceed the total value of the fee received under this Contract.

6.20.3 Dispute Resolution Mechanism

- a The PCCF & HoFF, Odisha and the selected Applicant shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under supply order.
- b In case dispute cannot be resolved amicably, PCCF & HoFF, Odisha may appoint an Arbitrator to resolve the issue as per Arbitration & Conciliation Act 1996 whose decision shall be binding to both the parties.

6.20.4 Notices

Notice or other communications given or required to be given under the Contract shall be in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

6.20.5 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected Applicant or PCCF & HoFF, Odisha as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- a Natural phenomenon, including but not limited to floods, droughts, earthquakes and pandemics epidemics.
- b Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargo.

- c Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.
- d **Delay in submission of final report without any valid reason will attract penalty of 0.10% of contract value per day.**

The selected Applicant or PCCF & HoFF, Odisha shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above.

Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Request for Proposal (RFP). It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. PCCF & HoFF, Odisha will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Applicant in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

6.20.6 Failure to agree with Terms and Conditions of the RFP

Failure of the successful Applicant to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event may invoke the PBG of the successful applicant and award the contract to the next best value Applicant or call for new Proposals from the interested Applicants.

6.21 Contract Performance Guarantee

- a Within 21 days after the receipt of LoA from PCCF & HoFF, Odisha, the successful Applicant shall furnish Contract Performance Guarantee to the PCCF & HoFF, Odisha, Bhubaneswar which shall be equal to 5% of Total Professional Fee and shall be in the form of a Bank Guarantee Bond from any Nationalized Bank/ Scheduled bank in the Proforma given here-in-after in this document valid for period of 2 months beyond the duration of Contract as specified in the document.
- b The proceeds of the performance guarantees shall be payable to the PCCF & HoFF, Odisha as compensation for any loss/ penalties resulting from the

Selected Applicants failure to complete its obligations under the Contract.

- c The performance guarantee will be discharged by PCCF & HoFF, Odisha and returned to the Selected Applicant within 60 days following the date of completion of the Selected Applicant's performance obligations, including any warranty obligations under the Contract.

6.22 Statutory Requirements

During the tenure of this Contract, nothing shall be done by the Selected Applicant in contravention of any law, act and/ or rules/ regulations, there-under or any amendment.

6.23 Contract administration

- a Either party may appoint any individual/ Agency as its authorised representative through a written notice to the other party. Each Representative shall have the authority to:
 - i. Exercise all of the powers and functions of his/ her Party under this Contract, other than the power to amend this Contract and ensure proper administration and performance of the terms there of and
 - ii. Bind his/ her Party in relation to any matter arising out of or in connection with this Contract.
 - iii. The Selected Applicant shall be bound by all undertakings and representations made by the authorized representative of the Selected Applicant and any covenants stipulated hereunder, with respect to this Contract, for and on their behalf.
 - iv. For the purpose of execution or performance of the obligations under this Contract, the PCCF & HoFF, Odisha's representative would act as an interface with the nominated representative of the Selected Applicant. The Selected Applicant shall comply with any instructions that are given by the representative during the course of this Contract in relation to the performance of its obligations under the terms of the Contract.
 - v. A committee comprising of representatives from the PCCF & HoFF, Odisha and the Selected Applicant shall meet from time to time to discuss any issues/ bottlenecks being encountered.

6.24 Right of Monitoring, Inspection and Periodic Audit

The PCCF & HoFF, Odisha reserves the right to inspect and monitor/ assess the progress/ performance at any time during the course of the Contract, after providing due notice to the Selected Applicant. PCCF & HoFF, Odisha may demand, and upon such demand being made, the selected Applicant shall provide with any document, data, material or any other information required to assess the progress of the project. PCCF & HoFF, Odisha shall also have the right to conduct, either himself or through any another consultant/ advisor as it may deem fit, an audit to monitor the performance by the Selected Applicant of its obligations/ functions in accordance with the standards committed to or required by PCCF & HoFF, Odisha and the Selected Applicant undertakes to cooperate with and provide to PCCF &

HoFF, Odisha/ any other Agency appointed by PCCF & HoFF, Odisha, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Selected Applicant failing which PCCF & HoFF, Odisha may, without prejudice to any other rights that it may have, issue a notice of default.

6.25 State Authority, CAMPA, Odisha's Obligations

State Authority on behalf of PCCF & HoFF, Odisha shall interface with the Selected Applicant, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract.

State Authority on behalf of PCCF & HoFF, Odisha shall ensure that timely approval is provided to the selected Applicant, where deemed necessary, related to Services required to be provided as part of the Scope of Work.

6.26 Information Security

The selected Applicant would sign a Non-Disclosure Agreement with PCCF & HoFF, Odisha to ensure information security and confidentiality of processes, information and the various projects and activities taken up during the period of the agreement.

The Selected Applicant shall not carry and/ or transmit any material, information, layouts, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by PCCF & HoFF, Odisha, out of premises, without prior written permission from the PCCF & HoFF, Odisha. The Selected Applicant shall, upon termination of this agreement for any reason, or upon demand by PCCF & HoFF, Odisha, whichever is earliest, return any and all information provided to the Selected Applicant, including any copies or reproductions, both hard copy and electronic.

6.27 Indemnity

The Selected Applicant shall execute and furnish a Deed of Indemnity in favour of PCCF & HoFF, Odisha in a form and manner acceptable to the, indemnifying from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a Negligence or wrongful act or omission by the Selected Applicant or its team or any Agency/ Third Party in connection with or incidental to this Contract; or
- b Any breach of any of the terms the Selected Applicant's Proposal as agreed, the Tender and this Contract by the Selected Applicant, its Team or any Agency/ Third Party.
- c The indemnity shall be to the extent of Total Professional Fee.

6.28 Prices

Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the engagement.

6.29 Special Conditions of Contract

6.29.1 Payment Schedule

The payment as specified in financial format Annexure-3 as submitted by Selected Consultant shall be made as per the following milestones:

#	Activity	Timeline	% of fee to be paid
1	Submission of inception report	Within 1 months of signing of contract	30%
3	Submission of draft report of the APO	Within 4 months of signing the contract	40%
4	Submission of final report of the APO	6 months of signing the contract	30%

6.30 Continuance of the Contract:

Notwithstanding the fact that settlement of dispute(s) (if any) may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations.

6.31 Conflict of interest

The Applicant shall disclose to PCCF & HoFF, Odisha in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practicable after it becomes aware of that conflict.

6.32 Severance

In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

6.33 Governing Language

The Agreement shall be written in English language. Subject to below Clause, such language versions of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract that are exchanged by parties shall be written in English language only.

6.34 No Claim Certificate

The Selected Applicant shall not be entitled to make any claim, whatsoever against, under or by virtue of or arising out of, the Contract, nor shall entertain or consider any such claim, if made by the Selected Applicant after it has signed a No-claim certificate in favour PCCF & HoFF, Odisha in such form as shall be required by it after the work is finally accepted.

6.35 Publicity

The Selected Applicant shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless PCCF & HoFF, Odisha first gives its written consent to the selected Applicant.

6.36 General

6.36.1 Relationship between the Parties

Nothing in the Contract constitutes any fiduciary relationship between the PCCF & HoFF, Odisha and Selected Applicant/ Applicant's Team or any relationship of employer employee, principal and agent, or partnership, between the State Authority, CAMPA, Odisha and Selected Applicant.

No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Contract.

PCCF & HoFF, Odisha will not be under any obligation to the Implementation Consultant's / Advisor's Team except as agreed under the terms of the Contract.

6.36.2 No Assignment

The Selected Applicant shall not transfer any interest, right, benefit or obligation under the Contract without the prior written consent of the PCCF & HoFF, Odisha.

6.36.3 Survival

The provisions of the clauses of the Contract in relation to documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive the expiry or termination of this Contract and in relation to confidentiality, the obligations continue to apply unless notifies the Selected Applicant of its release from those obligations.

6.36.4 Entire Contract

The terms and conditions laid down in the Request for Proposal (RFP) and all annexures thereof as also the Proposal and any attachments/ annexure thereto shall be read in consonance with and form an integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

6.36.5 Governing Law

This Contract shall be governed in accordance with the laws of India, Laws of Government of Odisha.

6.36.6 Jurisdiction of Courts

The High Court of Odisha at Cuttack, Odisha has exclusive jurisdiction to determine any proceeding in relation to the Contract.

6.36.7 Compliance with Laws

The Selected Applicant shall comply with the laws in force in India and Govt. of Odisha in the course of performing the Contract.

6.36.8 Notices

A notice means:

- i. A Notice; or
- ii. A consent, approval or other communication required to be in writing under the Contract.

All notices, requests or consent provided for or permitted to be given under this

Contract shall be in writing and shall be deemed effectively given when personally delivered or mailed by prepaid certified/ registered mail, return receipt requested, addressed as follows and shall be deemed received two days after mailing or on the date of delivery if personally delivered:

To,

Principal Chief Conservator of Forests & HoFF, Odisha
Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23, Odisha.

Any Party may change the address to which notices are to be directed, by giving a notice to the other party in the manner specified above. A notice served on a Representative is taken to be notice to that Representative's Party.

6.36.9 Waiver

Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.

A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision.

The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

6.36.10 Modification

Any modification of the Contract shall be in writing and signed by an authorised representative of each Party based on mutual consent.

6.36.11 Taxes

The Applicant shall pay Goods and Service Tax and other applicable taxes, if any, imposed on the Services under this Contract.

6.36.12 Application

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

6.37 Fraud and Corrupt Practices

6.37.1 Fraud and Corrupt Practices

- a The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, PCCF & HoFF, Odisha shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the Prohibited PracticesII) in the Selection Process. In such an event, PCCF & HoFF, Odisha shall, without prejudice to its any other rights or remedies, appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and

damages payable to PCCF & HoFF, Odisha for, inter alia, time, cost and effort of PCCF & HoFF, Odisha, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

- b Without prejudice to the rights of PCCF & HoFF, Odisha under Clause above and the rights and remedies which PCCF & HoFF, Odisha may have under the LoA or the Agreement, if an Applicant, is found by PCCF & HoFF, Odisha have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Applicant shall not be eligible to participate in any tender or RFP issued by PCCF & HoFF, Odisha during a period of 2 (two) years.
- c For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process
 - b. Fraudulent practice means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - c. Coercive practice means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
 - d. undesirable practice means (i) establishing contact with any person connected with or employed or engaged by with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or(ii) having a Conflict of Interest; and
 - e. Restrictive practice means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

7. Human Resources required:

Sl.No.	Name of Key Resource	Unit
1	Evaluation Expert cum Team Leader	1
2	Statistics Expert	2
3	GIS Expert	2
4	Forest/ Environment Expert	4
Total		09

8. Indicative Job Description of proposed Resource personnel

1. Evaluation Expert cum Team Leader

- Relevant masters' degree in Finance/Forestry/Science/Statistics/ Management/Social Science with 12 years of professional experience in project planning management and monitoring and evaluation
- Experience of working on evaluation of projects, preferably in forestry / wildlife projects with state / central governments.
- Demonstrable managerial skills, strong analytical and problem-solving skills and good writing skills
- Experience of working in other evaluation projects
- Responsible for overall management of the project, guiding the team in development of evaluation frameworks and carrying out evaluation process

2. Statistics Expert

- Masters' degree in economics/ Statistics with 10 years of professional experience
- Knowledge of statistical modelling, sampling, data analysis, etc.
- Experience of working with State / Central government
- Experience of working in rural development projects in the state of Odisha will be preferred
- Responsible for sampling, monitoring data collection and data analysis

3. GIS Expert

- Master's degree in Geography/ Geology or Civil Engineering/masters/PG Diploma in GIS or remote sensing with 5 years of professional experience
- Experience in undertaking research projects with state / central government
- Experience of working with evaluation projects using GIS platform, Remote Sensing and other modern evaluation tools
- Experience of working in climate change & environmental projects in the state of Odisha will be preferred

4. Forest/ Environment Expert

- Post Graduate in Forestry/Science/Environment streams with 5 years of experience
- Experience in natural resource management / forest management / wildlife management, environment impact assessment, social, economical
- Experience of working with state / central government
- Experience of working in forestry and environment related projects in Odisha will be preferred

9. Evaluation & Selection

Initial Bid scrutiny will be made and incomplete details as given below will be

treated as non-responsive if Proposals,

- i. Are not submitted in as specified in the RFP document or not accompanied by required EMD.
- ii. Received without the Letter of Authorization (Power of Attorney).
- iii. Are found with suppression of details.
- iv. With incomplete information, subjective, conditional offers and partial offers submitted.
- v. Submitted without the documents requested in the checklist.

- vi. Have non-compliance of any of the clauses stipulated in the RFP.
- vii. Have a lesser validity period.

All responsive Bids will be considered for further processing as below:

Proposal Evaluation Committee will prepare a list of responsive Applicants, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the Committee shall be final in this regard.

- a Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
- b Further the scope of evaluation committee also covers taking any decision with regard to the Tender document, execution/ implementation of the project including management period.
- c Proposal shall be opened in the presence of Applicant's representatives who intend to attend at their cost. The Applicant's representatives who are present shall sign a register giving evidence of their attendance.
- d Proposal document shall be evaluated as per the following steps.
 - i. Preliminary examination of pre-qualification/ eligibility criteria documents: The prequalification document will be examined to determine whether the Applicant meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further.
 - ii. In case the applicant is under Non-Disclosure Agreement (NDA) with the client, a certificate from the client with respect to contract price and duration of the project is to be submitted for consideration in technical evaluation
 - iii. The total maximum point for evaluation of Technical Proposal is 100 marks and scores would be assigned based on the parameters set out in the table below:

9.1.2 Technical Evaluation Criteria:

Total 100 Marks (70% is the qualifying mark)

Sl. No.	Evaluation Criteria	Scoring Methodology	Maximum Marks
1.	Firms Experience		45
1.1	Experience in Evaluation/ project management/ project implementation of Projects at National and State Levels in last 5 years.	<ul style="list-style-type: none"> •Projects of cumulative value up to Rs. 50 Cr. = 10 marks •For every Additional Rs. 5 Cr. = 1 mark each subject to maximum of 10 marks 	20
1.2	Experience in Evaluation/ project management/ project implementation of Forestry/ Natural Resources/ Livelihood projects with a fees of Rs.10 Lakhs and above	For each project = 5 marks subject to maximum of 20marks	20
1.3	Experience of working with evaluation projects involving GIS, Remote Sensing and other modern evaluation tools	For each project = 2.5 marks subject to maximum of 5 marks.	5
2	Team Members		30
2.1	Team Leader	<ul style="list-style-type: none"> •Meeting the criteria = 4 marks •Additional Project Experience = 2 marks 	6
2.2	Statistical Expert (2)	<ul style="list-style-type: none"> •Meeting the criteria = 2 marks for each expert. •Additional Project Experience = 1 mark for each expert 	6
2.3	GIS Expert (2)	<ul style="list-style-type: none"> •Meeting the criteria = 2 marks for each expert. •Additional Project Experience = 1 mark for each expert 	6
2.4	Forest/Environment Expert (4)	<ul style="list-style-type: none"> •Meeting the criteria = 2 marks for each expert. •Additional Project Experience = 1 mark for each expert 	12

3	Approach and Methodology		25
3.1	Description of technical approach and methodology	Understanding of the project, based on the description of approach and methodology	10
3.2	Technical Presentation	The work programme, methodology for completion of the Assignment and innovation for the project	15
Total			100

9.2 Financial Evaluation & Selection

The Applicant shall be selected on the basis of Combined Quality cum Cost Based System (CQCBS), whereby Technical Proposal will be allotted weightage of 70% and Financial Proposal will be allotted weightage of 30%. The Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

Financial Proposals of only those Applicants who score at least 70% marks in Technical Proposal Evaluation shall be opened and evaluated as per Financial Evaluation criteria.

10. Annexures

10.1 Annexure 1

Proposal Covering Letter

To,

Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, GD2/12,
Chandrasekharapur, Bhubaneswar

Dear Sir,

We..... (Name of the Applicant) hereby submit our Proposal in response to notice inviting RFP dated and RFP document no..... and confirm that :

1. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the

correctness of the above statement.

3. Certified that the period of validity of Proposal is 180 days from the last date of submission of Proposal, and
4. We are quoting for all the services mentioned in the Scope of Work of the RFP.
5. We the Applicants are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. PCCF &HoFF, Odisha, may contact the following person for further information regarding this Proposal:
 - a. Name and full address of office, Contact No., Email ID, Company Name
7. We are submitting our Eligibility criteria Proposal Bid documents and technical documents along with original DD of EMD.

Yours sincerely,

Signature

Full name of signatory

Designation

Name of the Applicant Agency etc.

10.2 Annexure II

Format for Power of Attorney

(To be provided in original as part of Technical Proposal (Envelope – 2) on stamp paper of value required under law duly signed by Bidder for the tender)

Dated: _____

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Designation and the name of the Agency), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement —SELECTION OF AGENCY FOR EVALUATION OF PROJECTS UNDERTAKEN UNDER CAMPA, Bhubaneswar involving the deliverables as per agreement with , CAMPA Bhubaneswar, vide Request of

Proposal (RFP) Document dated , issued by PCCF & HoFF, Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by PCCF & HoFF, Odisha, Bhubaneswar, Government of Odisha or any governmental authority, representing us in all matters before PCCF & HoFF, Odisha, Government of Odisha, and generally dealing with State Authority, CAMPA, Odisha, Bhubaneswar in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. _____)

(Name, Title and Address of the Attorney)

Notes:

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

10.3 Annexure-III

Format for Financial Proposal

To be sent in original along with the Proposals (Envelope C)

To,

Principal Chief Conservator of Forests & HoFF
Aranya Bhawan, GD-2/12,
Chandrasekharpur, Bhubaneswar

Subject: **Selection of agency for evaluation of projects undertaken under CAMPA**

Sir,

We, the undersigned, offer to provide the services of agency for evaluation of projects undertaken under CAMPA, Odisha in accordance with your Request for Proposal (RFP) dated -----and our Technical Proposal. Our Financial Proposal for this assignment will be INR_____exclusive of taxes. In addition GST as applicable shall be charged. All other taxes are included in the quoted fee above.

The detailed costing and number of teams to be engaged are to be furnished in the following formats.

1.

Resource person	No. of months of engagement	Total Man months	Remuneration/ Month	Total Remuneration

2.

No. of Field evaluator teams with no per team	No of months of engagement	Total man months	Remuneration/ Month	Total Remuneration

3. Travel Cost Details

4. Other Costs

5. Total Cost

6. GST

7. Grand Total

Notes:

a. The above fee includes all travel, lodging and other out of pocket expenses; 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.

We solemnly affirm that we will strictly adhere to the laws against fraud, corruption and unethical practices, including but not limited to Prevention of Corruption Act, 1988, during the Request for Proposal (RFP) process and execution of the Contract, in case we are awarded the work. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature {In full and initials}:

Name and Title of Signatory:

10.4 Annexure-IV

Draft Performance Guarantee

(To be issued by a Bank)

This Deed of Guarantee executed at _____ by _____
(Name of the Bank) having its Head/ Registered office at _____

(hereinafter referred to as —the Guarantor) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns;

In favour of PCCF & HoFF, Odisha, Government of Odisha, having its office at Bhubaneswar, Odisha, India (hereinafter called —PCCF &HoFF, Odisha, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas M/s _____ an Agency/company/ firm formed under _____ (specify the applicable law) and having its registered office at _____ has been, consequent to conduct and completion of a competitive Request For Proposal (RFP) process in accordance with the letter of requirements document No. _____ dated /_/2023 issued by PCCF &HoFF, Odisha Bhubaneswar, Government of Odisha, and selected M/s _____ (hereinafter referred to as the Applicant) for the Agreement by PCCF & HoFF, Odisha, Bhubaneswar, Government of Odisha as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the PCCF & HoFF, Odisha, Bhubaneswar, Government of Odisha, and the Applicant. The Agreement requires the Applicant to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. _____ /-(Rupees _____ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Applicant approached the Guarantor and the Guarantor has agreed to provide a
Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby guarantee as follows:

1. The Applicant shall implement the Project, in accordance with the terms and subject to the conditions of the Agreement, and fulfil its obligations there under
2. We, the Guarantor, shall, without demur, pay to PCCF & HoFF, Odisha, Bhubaneswar, Government of Odisha an amount not exceeding INR _____ (Rupees _____ only) within 7 (seven) days of receipt of a written demand therefore from PCCF & HoFF, Odisha, Bhubaneswar, Government of Odisha, stating that the Applicant has failed to fulfil its obligations as stated in Clause 1 above.

10.5 Annexure- V

A. Format for Professional Experience Citation as per Technical evaluation criteria clause 9.1.2

(Please use separate table for each criteria 1.1, 1.2., 1.3)

SL No	Name of Project	Start Date: Completion Date:	Eligible Assignment Name & Brief Description of Deliverables	Name of Employer/ Client, Address & Contact No	Approximate Value of the project evaluated in INR	Detail Description of actual Service Provided by the Agency	Name of the Senior Staff (Project Coordinator/Team Leader involved and function Performed)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Name & Signature of Authorised Signatory

- For each Eligible assignment, the Bidder should indicate the duration of the assignment, the Contract Amount, the amount paid to bidder) and the bidders role and involvement.
- Bidders are expected to provide information in respect of Eligible Assignment
- For each assignment bidder should provide supporting proof of self-attested work order/contract copy/Completion Certificate.
- Experience as minor Partner will not qualify for evaluation

**B. Details of the Professionals Engaged by the Firm to be furnished as per the format given.
(As per Pre Qualification Criteria 5.1)_**

SI No	Name of Employee of Firm	Qualification	Designation	Contact No
1				
2				
3				
4				
5				
6				
7				
8				
....				
....				

Bidders Profile & eligible experience

1. Name of the Firm:
 2. Year of Establishment:
 3. Registered address of Office:
 4. PAN:
 5. GST Registration No
 6. Telephone No. & Fax No:
 7. E. Mail Address:
 8. Details of Individual who will serve as the point of contact/communication to Employer:
 - a) Name:
 - b) Designation:
 - c) Company:
 - d) Address:
 - e) Telephone No:
 - f) Email Address:
 - g) Fax Number:
 9. Particular of Authorised Signatory of Bidder
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Telephone No.:
 - e) Email Address:
 - f) Fax No:
 10. Brief description of background of the firm for this assignment.
 11. No. of years of proven experience of providing similar services.
 12. Average Annual turnover of the Applicant (in INR) during the last three Financial Years.
(Please attach copy of three Audited Financial Statements/Certificate from Statutory Auditor/Chartered Accountant)
 - A. 2019-20
 - B. 2020-21
 - C. 2021-22
 13. Details of EMD enclosed---
 14. Details of projects evaluated at the State and Central Government Level as per format below.
 15. Details of Forestry/environment projects evaluated as per format below.
-

SL No	Name of Project	Start Date: Completion Date:	Eligible Assignment Name & Brief Description of Deliverables	Name of Employer/ Client, Address & Contact No	Approximate value of the project evaluated in INR	Detail Description of actual Service Provided by the Agency	Name of the Senior Staff (Project Coordinator/Team Leader involved and function Performed)
1							
2							
3							
4							
5							

Signature of Authorized Person and seal

Name and designation

Dated:

Bidder shall submit self attested copy of Certificate of Incorporation/PAN /GST Registration Certificate

10.7 Annexure-VII

CV OF KEY PERSONNEL

A. Summary of Key Positions

SL No	Position	Name of the Expert	Qualification	Year of Relevant Experience (as required for Key Personnel) in years	Details of Eligible Projects
1	Evaluation expert cum team leader				
2	Statistics Expert				
3	GIS Expert				
4	Forest/ Environment expert				

B. CV of Key Position

1	Proposed Position				
2	Name of Firm				
3	Name of Staff				
4	Date of Birth				
5	Nationality				
6	Education	Degree	Institution	Year	
7	Reference	Name: Designation		Contact No: Address:	
8	Other Training & Publications				
10	Language	Speak	Write	Read	
11	Employment Record				
	Name of the Client	Sector	Position Held	Key Role	Major Responsibility
i					
ii					
iii					

13	Employment Record justifies the task to be performed in this assignment	From : To:	Position Held
	Employer Name & Address with Contact No		
	Detail task assigned as per TOR		
	Details of Projects Handled(to be provided for all the eligible projects)	Project Duration-Start Date: End Date: Name of Client Involved: Contact No & Address: Scope of Work of the proposed expert involved in the project: Does the Project involve Forestry activities:	

(Signature and name of the Key Personnel and authorised signatory of the Bidder)

Notes:

Use separate form for each Key Personnel

CV shall be signed and dated by both the Personnel concerned and by the Authorised Representative of the Bidder firm along with the seal of the firm.

10.8 ANNEXURE VIII: TECHNICAL PRESENTATION

The bid for services must present the methodological approach and the programme of work in such a way that their suitability in regard to the terms of reference can be assessed and they can be compared with other qualified bids. This includes a statement of the work organization planned and the logistics. If there is an evident and considerable discrepancy between the terms of reference and the quantities given, the bid will not be considered. The text should state clearly how the task is proposed to be undertaken and the deployment schedule of staff. In case the key staff is to be supported by additional staff, field enumerators the same shall be reflected in the approach and methodology. The work plan and manning schedule shall be provided in the form of bar chart. It must be supplemented with diagrams, tables and in case of complex work, appropriate graphics.

The approach and methodology to be covered under the following heads:

- Understanding of the scope of work
- Proposed methodology for undertaking the assignment
- Deployment of staff and logistics
- Technical approach
- Work Plan

11. Evaluation Formats for evaluating different works under CAMPA

11.1 Plantation Evaluation (Block, ANR (different models), Bald Hill, Bamboo, Miyawaki, RET, Fruit Fodder and other models of plantation under Compensatory Afforestation & NPV)

10% plantation sites will be randomly selected from each divisions selecting of sites will be done in the head office. For every hectare of plantation, the evaluation needs to be done on a representative plot of 33 m. X 33 m. Size. Each plot needs to be marked on a map of plantation area. The GPS coordinates of all such (33 m x 33 m) plots also need to be provided. Formats for the plantation evaluation are detailed below:

1. General Information

- (a) Division :-
- (b) Range :-
- (c) Section :-
- (d) Beat :-

2. Information of the Plantation Site

- (a) Component (CA/PCA/Other/Site Specific WLM/NPV)
- (b) Name of the site :-
- (c) Legal status of the site :-
- (d) Year of Plantation :-
- (e) Type of Plantation :-
(AR/BLOCK/ANR/Fruit & Fodder/Miyawaki/RET/Bamboo/Bald Hill etc.)
- (f) Area (in ha.) :-
- (g) Construction of signboard at the plantation site :-
- (h) Expenditure incurred :-

(DFO to submit the information sheet reflecting the Norm and Year wise expenditure on different items of operation including SMC to the Evaluation team)

3. Plantation journal

- (a) Properly maintained :-
- (b) Partly maintained: -
- (c) Not maintained :-

4. Map of the Planting site

- (a) Prepared :-
- (b) Not prepared :-

(Signed copies of the traced map and field book are to be handed over to the evaluation team by the concerned range officer)

5. Micro plan/Treatment Plan

- (a) Prepared :-
- (b) Not prepared :-

6. Treatment map

- (a) Prepared :-
- (b) Not prepared :-

7. Area of the Plantation

(10% of the plantation pillars in case of Block plantation and 10% in case of RDF/Insitu plantation are to be verified, the details of which recorded in Annexure-I)

- (a) Gross area of the plantation :-
- (b) Net area planted :-
- (c) No. of pillar posted :-
- (d) Whether pillars are numbered :-
- (e) Whether the area of the plantation is fully covered:-
(Area of the Plantation calculated from the map on graph sheet to be enclosed)

8. Delineated of 4 hac. Plot

(Applicable for plantation area more than 8 hac except RDF & In situ plantation)

- (a) Delineated :-
- (b) Not Delineated :-

9. Plantation

(2% area of the plantation scheme in that division site is to be evaluated being selected on random sampling basis, the details of which recorded in Annexure-2 & 3. The size of each sample plot is 33m X 33 m/0.1 Ha)

- (a) Species wise seedling planted :-

Species	Number	Species	Number	Species	Number
---------	--------	---------	--------	---------	--------

- (b) Total no. of seedling planted :-
- (c) Spacing adopted :-

- 10.(a) Survival percentage :-

- (b) Average height growth of the species:-

Sl. No	Name of the species	Min. height (in cm)	Max. height (in cm)	Avg. height (in cm)	Ave. gbh (in cm)
--------	---------------------	---------------------	---------------------	---------------------	------------------

11. RDF / ANR (with/without gap)

- (a) Naturally regenerated area :-
- (b) Gap planting area (No. of gaps):-
(Whether the gap plantation has been carried out in sizable gaps of more than 0.5 hac. or planted all over the area)
- (c) Norm for cleaning and amount spent :-
- (d) Coppicing status of stump cut.
(To be submitted by the DFO to the evaluation team)

12. SMC

- (a) DPR of Site for SMC prepared or not.
- (b) SMC activities taken up in the plantation site :-
- (c) Norm and expenditure :-
(To be submitted by the DFO to the evaluation team)
- (d) Types of SMC work :-
(Quantity/ Present Condition/SMC Treatment Plan)

13. Participation of V.S.S in plantation / protection programme

- (a) Whether activities discussed in Grama Sabha resolved or not.
- (b) Resolution No. Date.
- (c) Copy of resolution under FR Act available
- (d) Maintenance of VSS register:-
- (e) No of meeting held:-
- (f) Mode of protection plantation:-
- (g) Fire incident in the plantation site :-
- (h) Podu cultivation in the plantation site :-
- (i) Usufructs obtained from the plantation site :-

14. General observation

- (a) Suitability of the site for plantation :-
- (b) Site specific right choice of the species :-
- (c) Reason for high/low survival percentage :-
- (d) Others if any-

15. Inspection details of higher Officer. Inspection notes & its compliance.

16. Officer in charge of execution of plantation RO/Fr/FG with period.

**Signature with designation of the
Field Officer**

**Signature with designation of the
Local Evaluating Officer**

AREA ASSESSMENT OF THE PLANTATION SITE

1. Name of the plantation site:-
2. Area in ha.:-
3. No. of plantation Pillars and Plantation Perimeter should be covered by GPS for ascertaining the correctness of the area :-

INFORMATION ON SURVIVAL PERCENTAGE (SAMPLE PLOT WISE)

1. Name of the plantation site :-

2. Area in ha :-

3. Spacing adopted :-

4. Size of the sample plot (40mt x 25mt) :-

5.

Plot No. 1		Plot No. 2		Plot No. 3		Plot No. 4		Plot No. 5		Plot No. 6		Plot No. 7		Plot No. 8		Plot No. 9		Plot No. 10	
Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants	Row	No. of Plants
1		1		1		1		1		1		1		1		1		1	
2		2		2		2		2		2		2		2		2		2	
3		3		3		3		3		3		3		3		3		3	
4		4		4		4		4		4		4		4		4		4	
5		5		5		5		5		5		5		5		5		5	
6		6		6		6		6		6		6		6		6		6	
7		7		7		7		7		7		7		7		7		7	
8		8		8		8		8		8		8		8		8		8	
9		9		9		9		9		9		9		9		9		9	
10		10		10		10		10		10		10		10		10		10	
Total		Total		Total		Total		Total		Total		Total		Total		Total		Total	

Local Staff

Evaluators

11.2 Soil and Moisture Conservation Measure:

10% sampling of all SMC works is to be done in all the Divisions wherever work is done. The types of SMC works undertaken are Staggered trench, Percolation Pit, Contour bund, graded bund, Gully Plugging, LBCD, WHS, Subsurface dykes, etc. Evaluation should cover the following aspects:

1. Name of Forest Block
2. Area of Forest Block
3. Area treated under SMC.
4. DPR prepared by..
5. Types of structure
6. No. /volume
7. Treatment Map available in Register of SMC
8. Numbers per ha
9. Extent of Siltation
10. Efficacy of the Structures
11. Extent of stabilization of gullies
12. Comparative enhancement of ground water table
13. Comparative assessment of the Vegetation cover in the particular area
14. Status of regeneration
15. Any other observation

11.3 Subsidiary Silvicultural Operations of Bamboo:

10% sampling is to be done in each Division. Sample plot size is to be 1ha. Evaluation should cover the following aspects:

1. Maintenance of Silv. Register, Map - , Treatment Map -
2. No. of new culms i.e – 1 year old/ 2 year old come up in the clump
3. Siltation in half moon trenches
4. Retention of soil over base of the clump
5. Removal of congestion in the clumps
6. Presence of Guard wall/Bamboo structure as per site requirement (in sloppy areas) just to prevent the erosion of soil
7. Whether clump register maintained
8. Fire incidence in the treated area
9. Damages to clump if any
10. Any other observation

11.4 RDF/ ANR with or without gap plantation

Sampling should be done in 10% of the plantation sites in each division

1. Status of natural regeneration in the area
2. No. of coppice shoots come up in the area
3. No. of live stumps left out in the field which are coppicers and climber cutting.
4. Average height and girth of new coppice shoots
5. Average height and girth of naturally regenerated forest species
6. Area of the Sample plot should be 1 ha
7. Quadrature method of sampling may be used for assessing natural regeneration (1Mt x 1 Mt)
8. For RDF with Gap plantation (the guidelines applicable for block plantation will be applicable)

9. SMC work executed and its present condition
 - a. Types of SMC,
 - b. No.
 - c. Volume.
 - d. Scheme map
 - e. Gully plugging,
 - f. LBCD,
 - g. Percolation pits,
 - h. Staggered trenches etc.
10. Record maintenance (GPS map, Measurement Book etc.)
11. Survey and demarcation
12. Maintenance of RDF journal
13. Any other observation

11.5 RET Species (with gap and without gap):

1. Name of the target RET species
2. Regeneration and growth of targeted RET species
3. The assessment shall be made as per ANR gap & ANR without gap

11.6 Maintenance of old plantations

The plantations raised during previous years, under maintenance in current APO to be evaluated as per modality prescribed in plantation.

11.7 Raising and maintenance of 18 months old seedlings

1. Maintenance of nursery journals
2. Species wise seedlings raised/maintained.
3. Timeliness of different operations due and done
4. Average height species wise
5. Average girth at collar.

11.8 Forest Protection

A. General Protection

1. Maintenance of protection squad movement register
2. Methodology of protection
3. Interaction among squads in the same landscape
4. Quantity of forest produce seized
5. No. of accused arrested
6. Trends of offence incidents
7. Change in green cover in the designated area
8. Extent of cooperation of villagers in forest protection

B. Fire Protection

1. Maintenance of movement register
2. Methodology of protection
3. Extent of cooperation of villagers in forest protection
4. Trend in forest fire occurrence
5. Usage & adequacy of forest fire protection equipments
6. Following of SOP procedure
7. Detection of offenders & Booking of cases
8. Meeting with villagers
9. Extent of co-operation

10. Preparation of Fire Map.
11. Response to fire incidents received from FSI

11.9 Digitization of Forest Boundary

1. Forest Block taken up.
2. Area notified Vs area after digitization.
3. No. of boundary pillars as per notification.
4. No. of Boundary pillar after digitization.
5. No. of boundary pillars erected.

11.10 Infrastructure

development Buildings

1. Usability and utility
2. Extent of finishing
3. Any deviation from plan & estimate
4. Present condition
5. Recommendations, if any

11.11 Roads, Causeway, Culvert, Bridges

1. Utility of the road
2. Duration of usage in a year
3. Condition of the road
4. Any recommendation
5. Other funds used for repair

11.12 Water bodies

1. Usage by wild animals with evidence
2. Extent of recharge of ground water
3. Present condition
4. Present water level of the water body
5. Any recommendation

11.13 Tube well

1. Present condition
2. Utility
3. Changes in water level
4. Any recommendation

11.14 Seizure yard

1. Usage
2. Whether sufficient or not
3. Safeguard measures
4. Any recommendation
5. Any deviation from plan and estimate

11.15 Capacity Building & Research

1. Type of training imparted / category and nos. of staff trained
2. Areas required for training
3. Training Requirement
4. Whether training led to empowerment

5. Any further requirement of capacity building
6. Gaps in training
7. Research activities taken up (only Research Divisions)
8. Maintenance of research documents and result of research
9. Any other suggestions
10. Use of different mobile application by field staff.

11.16 Information Technology

1. Type of gadgets operated by field staff and % of frontline staff conversant in using.
2. Usage of IT for enhancing efficiency
3. Monitoring through e-green watch web portal
4. Whether field functionaries are able to understand technology
5. Deliverable
6. Gaps
7. Use of monitoring, foot patrolling devices, Recording keeping of use of devices,
8. Validation of data collected by devices.
9. Any other suggestions

11.17 Wild Life Management:

1. Protection Activities

- a) No. of poaching cases detected and trends in poaching
- b) Quantum of foot patrolling
- c) No. of animals rescued and rehabilitated / released.
- d) Record of rescue & release.
- e) No. of cases booked.
- f) No. of offender arrested
- g) No. of case PR submitted.
- h) PR pending / duration of pending

2. Anti-depredation activities

- a) Maintenance of movement register for squad
- b) Methodology for the activity
- c) Status of animals sighting
- d) Extent of involvement of villages in anti-depredation activities
- e) No. of animals rescued and rehabilitated
- f) Status of tracking and trends in depredation
- g) Status of man-animal conflict
- h) Mitigation measures adopted and its impact
- i) Usability of anti-depredation equipment (Solar fencing, trench fencing, stonewall)

3. Communication

VHF / Mobile phones

- a) Extent of communication network
- b) Effective utility in protection and anti-depredation activities
- c) Condition of the network system and recommendation
- d) Maintenance of communication register and quality of entries

4. Infrastructure development

I. Anti-poaching barrack / Watch Tower

- a) Usability
- b) Any deviation from plan and estimate
- c) Present condition and utility
- d) Any recommendation

II. Anti-poaching Check gate

- a) Utility
- b) Any deviation from plan and estimate
- c) Present condition
- d) Maintenance of check gate register
- e) Effectiveness
- f) Any recommendation

III. Strengthening of Crime Cell, Elephant Cell at Wildlife HQ

- a) Usages
- b) Present status
- c) Maintenance of register and documentation of register
- d) Effectiveness
- e) Equipments
- f) Any recommendation

IV. Strengthening of Circle Level Crime Cell

- a) Usages
- b) Any deviation from plan and estimate
- c) Present condition
- d) Maintenance of register
- e) Effectiveness
- f) Any recommendation

V. Equipments

- a) Utility
- b) Adequacy
- c) Effectiveness
- d) Any recommendation

5. Habitat Improvement

I. Plantation of fruit bearing forest species / fodder block plantation / rejuvenation of wildlife corridor (in addition to the plantation evaluation format the following aspect may be included)

- a) Usage by wild animals
- b) Status of animal depredation in the area
- c) Any other observation

II. Maintenance of boundary of PAs

- a) Length of boundary maintained
- b) No. of pillars maintained
- c) Maintenance of boundary register
- d) Present condition
- e) Status of encroachment
- f) Effectiveness in protection
- g) Any other observation

III. Cattle immunization

- a) No. of camps
- b) Percentage of cattle immunized
- c) Maintenance of record
- d) Incidences of diseases out break
- e) Wild animal and cattle death reported
- f) Effectiveness
- g) any other observation

IV. Invasive weed eradication

- a) Area covered
- b) Maintenance of register
- c) Impact on habitat
- d) Incidence of animal sighting
- e) Any other observation

V. Meadow Development

- a) Area developed
- b) Maintenance of register
- c) Impact on habitat
- d) Incidence of animal sighting
- e) Any other observation

VI. Black buck conservation

- a) Area covered
- b) Impact on population
- c) Impact on habitat
- d) Status of depredation
- e) Incidence of animal sighting
- f) Any other observation

6. Zoo management

I. Strengthening and Management of Zoo

- a) Adequacy of infrastructure
- b) Maintenance of infrastructure
- c) Condition of Captive animals
- d) Adequacy of man power
- e) Present condition of the infrastructure
- f) Any recommendation

II. Use of IT equipments in WL management

- a) Monitoring of animal movement
- b) Protection of WL and their habitat
- c) Fire
- d) Up keeping of PA boundary
- e) Minimizing animal depredation

III. Rescue Centre

- a) Usability
- b) Any deviation from plan and estimate
- c) Present condition
- d) Maintenance of register

- e) Effectiveness
- f) Any recommendation

7. Research Activities

- a) No. of Research Projects taken up
- b) Status
- c) Outcome of the Research and implementation
- d) Gaps if any
- e) Any other suggestion

8. Training and Capacity Building

9. Implementation of Site Specific Wildlife Conservation Plan

- a) No. of plans approved
- b) No. of plans implemented
- c) Any deviation in implementation
- d) Impact of implementation

10. Implementation of Regional Wild life Management Plan

- (a) Activities proposed in Regional Wild life Management Plan
- (b) Activities taken up in Site Specific Wildlife management Plan

11. Relocation of villages from sanctuaries and Tiger Reserves

- a) No. of villages relocated
- b) No. of families relocated
- c) Benefit accrued
- d) Impact on habitat
- e) Any other observation / suggestion

12. Elephant -Train Collision Mitigation Plan

- a) Usability
- b) Deviation of infrastructure if any
- c) Effectiveness on depredation
- d) Impact of implementation of plan
- e) Any other observation / suggestion

13 Details of the Activities to be evaluated:

13.1 A list of activities undertaken under CAMPA in APO 2022-23 is given in the Annexure.

The activities in Annexure are not exhaustive. The detailed Site-wise information may be collected from implementing divisions. In course of evaluation the assessment of the impact by following interventions may find place in the report.

- SMC
- Saltlick
- Plantation around water bodies
- Monitoring
- Bio-diversity study.
- Fire in WL habitat
- Animal casualty, case of death, epidemic, disease.
