

# Haryana Forest Development Corporation Ltd.

(Haryana Government Undertaking)

Reg. Office:  
Bays No. 27-28, Sector 4, Panchkula  
134112

Contact No.: 0172-2564463  
Email: [mdhfdcl@gmail.com](mailto:mdhfdcl@gmail.com)

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## EXPRESSION OF INTEREST

EOI No. : MD/HFDC/PKL/01/2024-25

**EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTING FIRMS, JOINT VENTURES, CONSORTIUMS, AGENCIES, INDIVIDUAL CONSULTANTS AND NGOS WORKING IN THE FIELD OF ENVIORNMENT, FORESTRY, BIODIVERSITY AND ALLIED SECTOR.**

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**Press Note**  
**Notice Inviting Expression of Interest (EOI)**  
**EOI No. : MD/HFDC/PKL/01/2024-25**

**Expression of Interest for Empanelment of Consulting Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOS working in the field of Environment, Forestry, Biodiversity and Allied sector.**

The EoI, in the prescribed format, should reach the undersigned **by 1800hrs on 30.01.2025**. The details are available at [www.hfdc.gov.in](http://www.hfdc.gov.in) and <https://etenders.hry.nic.in>

Name of Works	Cost of documents (in Rs.)	Start date & Time	Last Date & Time
Expression of Interest for Empanelment of Consulting Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOS working in the field of Environment, Forestry, Biodiversity and Allied sector.	Doc. Fee. =1180 .00 E-service fee=1180.00 (Incl. GST)	13.01.2025 05:00 PM	30.01.2025 06.00 PM

Clarifications, if any, may be sought by writing to [MDHFDCL@gmail.com](mailto:MDHFDCL@gmail.com) by **23<sup>rd</sup> January, 2025**. The objective, nature of work and other terms and conditions of selection shall be governed by the following Request for EoI Document.

The Expression of Interest e-service charges of Rs. 2360/- (Rs. 1180/- cost of EOI document + Rs. 1180/- e-service charges) to be paid online through e-procurement portal <https://etenders.hry.nic.in> & the EOI documents are available on the website <https://etenders.hry.nic.in> and [www.hfdc.gov.in](http://www.hfdc.gov.in).

**\*The undersigned can reject any/all EOI without assign in any reason thereof.**

**Jitender Ahlawat, IFS**  
**General Manager (Headquarters)**  
**Haryana Forest Development Corporation**  
**Sector 4, Panchkula.**  
**Email: mdhfdcl@gmail.com**

## **1. Introduction:**

The Haryana Forest Development Corporation Limited was incorporated on 7th December 1989 under the Companies Act, 1956, as a wholly owned Government Company with the main purpose of assuring reasonable prices to the farmers for their standing trees and other forest produce and also to ensure the welfare of farming community and development of forest-based industries.

## **2. Background**

Haryana Forest Development Corporation (HFDC) has been operational since 1989 with primarily focusing on tree felling operations while the Memorandum of Association while establishing the company provided for many diverse activities. In the recent past some diversification has been initiated like supply of barbed wire, nursery bags, woven bags, wooden crates to government agencies and few activities of landscaping and plantation have been carried out for Delhi Government. However, with the globalization and growing environmental awareness for sustainability, biodiversity conservation and compliances associated with it, there is immense opportunity in the offering consulting services in the field of environment, forest, wildlife, wetlands, biodiversity and other related areas.

- I. In view of above, Haryana Forest Development Corporation (HFDC) intends to diversify its activities in accordance with its objectives for enhanced turnover and profit by entering the consulting field offering Consulting services to the potential clients in the field mentioned above.
- II. Accordingly, HFDC has decided to undertake such activities by empaneling experts, professionals, agencies and organizations in these related fields.
- III. HFDC proposes to empanel Consulting Firms, Joint Ventures, Consortiums, Individual Consultants and NGOs initially for one year extendable and for a total of upto 3 years. Expression of Interest (EOI) are invited from Consulting Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs which have adequate experience and expertise in dealing with the intended subject.

### **3. Scope of Work**

#### **a. Environment Consulting**

Environment Consulting is growing due to regulatory pressure as well as general public awareness and demand for more environmentally conscious companies. It covers following but not restricted to:

- Type of compliance consulting, whereby the consultant works to ensure that the organization is following environmental regulations for example.
- Advise more generally on environmental and sustainability issues such as waste management, recycling, flood risks and other effects of climate change
- Job roles- Environmental field consultant, Environmental project manager, environmental audit consultant, environmental professional, or environmental analyst. Such JDs can further be specialized into contaminated land assessment, energy, green claims, impact assessment, flood risk, carbon footprint management etc.

The broad sectors covered under Environmental Management works that can be undertaken by HFDC are:-

- Environmental Management plan
- City Development plan
- State of Environment (SOE)
- Environmental Impact and Risk Assessment
- Natural Resource Management
- Solid and Liquid Waste Treatment & Management
- Energy Conservation
- Forest and Wildlife Conservation
- Sustainable agriculture
- Conservation on Water Bodies (Rivers, Lakes, Wetlands etc.)
- Climate Change/Global Warming
- Eco-tourism /Sustainable Tourism
- Eco-Restoration plans
- Environmental planning and Monitoring
- Ecology/Ecological Sanitation
- Environmental Health Hazards

- Industries and Mining
- Environment Education, Training and Awareness
- Environmental Pollution
- Green and Clean Technology
- Environmental Chemistry/ Toxicology
- Environmental Informatics
- Urban/Regional Planning
- Bio-technology
- Rural Environment
- Water supply
- Urban and Rural Development
- GIS and Remote Sensing Application for environmental studies.

For each of the works mentioned above empanelment of consultants/firms is to be undertaken by HFDC. The empaneled consultant/firm would be assigned work on mutually acceptable terms and conditions.

#### **b. Biodiversity Consulting**

Biodiversity is under pressure globally and locally. With the right measures and considerations, it is possible to reduce the negative impact we as humans leave on nature and biodiversity.

HFDC intends to empanel skilled experts/firms who are specialists in solutions to quantify impacts and preserve and restore biodiversity. Whether it's habitat restoration, nature monitoring, landscape biodiversity planning, or something else, HFDC wants to diversify in this niche field of Biodiversity consulting.

#### **List of services within biodiversity includes:**

- (a) Mapping and assessment of nature and biodiversity (conventional methods, eDNA, remote sensing, etc.)
- (b) Mapping of invasive species, for example with remote sensing
- (c) Biodiversity plans and biodiversity strategies
- (d) Documentation for reporting
- (e) Collection of data for environmental impact assessments (EIA)
- (f) Collection of data for certifications
- (g) Nature restoration and offsetting (e.g. streams, lakes, forest areas)

- (h) Wetland projects
- (i) Operation and habitat management plans
- (j) Landscape plans with a focus on biodiversity
- (k) Biodiversity impact assessment for specific projects such as:
  - (l) in construction projects and at production facilities ("on site")
  - (m) in supply chains
  - (n) in case of new construction on undeveloped areas ("green field")
  - (o) in the case of renovation and new construction on previously built-up areas ("brown field")

#### 4. **Eligibility/Qualification Criteria:**

The following are the eligibility criteria for submission of EOI:

- (a) The Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs shall be well acquainted with the Environment/Forestry/Biodiversity/Wildlife consulting services sector and possess relevant experience.
- (b) Shall have adequate administrative and financial capability to undertake the tasks assigned.
- (c) Should have an annual turnover of not less than Rs. 2.00 Crore (Rupees Two Crore only) per year for the past 3 (three) consecutive years and a certificate to this effect should be submitted from the Auditor of the Firm.
- (d) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". ( vide Policy Circular No. 1(2)(1)/2016-MA dated 10th March, 2016 and Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012 and Rule 160(i)(a) of GFR, 2005 )
- (e) As per the Government of India Start Up India action plan, all startup firms/companies registered under the startup India programme by the government of India are exempted from the prior experience and prior turnover under the eligibility and prequalification criteria for the bidders. (Any bidder claiming exemption from the minimum eligibility criteria as a start-up firm/company shall submit a self-declaration on the letterhead of the bidder duly sealed and signed by the authorized signatory along with a self-certificate, copy

of certificate of recognition issued by the Department of promotion of industry and internal trade ministry of commerce and industry, government of India.

- (f) The firms registered as MSME are exempted from paying/submitted Earnest Money Deposit (EMD) as per the MSME rules of Government of India.
- (g) Further, any Bidder which has been barred by Government of India/ any State Government/ Government agency, Supreme Court /High Court or any lower court within last three years as on date of EoI submission, would not be eligible to submit an EoI. An undertaking stating the same must be submitted along with the EoI.

#### **5. Tenure of Empanelment**

The initial empanelment will be for one year or until further orders whichever is earlier. The same may be extended for one year at a time for a total period not exceeding 3 years.

#### **6. Submission of Proposal**

Consultancy Firms, Joint Ventures, Consortiums, Agencies and NGOs are required to give their proposals in writing providing their credentials and requests for empanelment in the prescribed ANNEXURES (A & B).

Annexure A: Forms for application

Annexure B: Entities currently debarred/blacklisted by any agency or any authority in India or elsewhere shall be ineligible to apply or be considered for empanelment. Applicant firm/consultant should give a declaration that the firm has not been blacklisted or debarred by any agency or any authority in India or elsewhere.

#### **7. Documents to be submitted by the consultant-Firm/Individual**

- Complete company profile/Bio-data with supporting documents.
- Demand Draft of Rs 5,0000.00 in case of firm and Rs. 1,0000.00 in case of individual in the favour of Managing Director, HFDC
- The Consultancy firm shall furnish following self-certified documents in support of their credential:-
  - Photocopies of completion certificates or proof documents in support of nature of work i.e. environmental related fields.
  - Copies of Balance sheet for last preceding three years of the firm.
  - Copies of Articles of association/registration of the Firm/Company.
  - Copies of valid and up-to-date Income Tax and Sales Tax Clearance Certificates.



- A brief description of the Consultant's organization and details of recent experience in assignments of similar nature. Information on each assignment must include:
  - Description of the assignment including name of Client and year of execution of the assignment
  - Area of involvement for your firm
  - Duration (in man-months) and contract amount
  - Current status of the project
- Details of the qualification and relevant experience of the proposed key personnel to be engaged in consultancy projects.
- Details of empanelment of your firm with other organizations/ institutions.
- Specify area of specializations

## **8. Evaluation criteria for empanelment**

The proposals so received from the Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs shall be evaluated on the following criteria:

- a) Length of Relevant Experience in Providing Environment, Forest, Biodiversity and allied Sector Services
  - i. Assessment based on the number of years the firm has been providing service in the sector.
  - ii. Applicants/Firms must submit documentary proof and a list of clients.
- b) Sound Financial Standing of the Applicants/Firms
  - i. Evaluation based on the annual turnover of Firms and agencies during the last three financial years. Relevant certificate from an auditor must be appended.
  - ii. Evaluation based on the ITR of individual consultants.
- c) Number of Qualified Employees/Experts in the relevant Sector
  - i. Number of employees/experts engaged by the firm who have more than 5 years of experience in providing Environment, Forest, Biodiversity and related area services.
  - ii. Applicants/Firms must furnish CVs of the consultants engaged by the firm.

- d) Level of Client Satisfaction
  - i. Evaluation based on the satisfaction level of previous clients.
  - ii. Applicants/Firms must attach certificates from the client's organizations.
- e) Experience in the Sector Assignments/Projects Related to Environment/Biodiversity/Forest/Wildlife/allied sector
  - i. Assessment based on the firm/individuals' experience with assignments or projects related to Environment/Forest/Wildlife/Biodiversity/allied areas.
  - ii. Relevant project details and proof of experience must be provided.

9. The criteria and weightage indicated are for the purpose of empanelment only. Specific evaluation criteria may be included in the RFP for selection process for individual assignment, if required.

#### 10. Submission of EOI

Interested and eligible Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs may submit their Application Form in the prescribed format (Annexure A) with complete information and documents. The Application Form duly filled in, along with all supporting documents/information should be submitted by post in a closed envelope super scribing as "Expression of Interest (EOI) for Empanelment of Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs working in Environment/Forest/Biodiversity/allied sectors" at the following address:

To  
General Manager (Headquarters)  
Haryana Forest Development Corporation  
Bays 27-28, Sector 4, Panchkula, Haryana

#### 11. EARNEST MONEY DEPOSIT

Each bid must be accompanied with an Earnest Money Deposit (EMD) of Rs. 50000/- (Rupees Fifty Thousands only) which shall have to be paid online. EMD submitted in any other form will not be accepted. HFDC will not be responsible for any delay in clearance of EMD amount through RTGS. **The bidders are advised to fill application in advance to avoid any infrastructural bottleneck of the system.**

Any bid submitted without EMD in accordance with this clause will be rejected out rightly. This EMD amount of the successful bidder will be adjusted in Performance Security.

The EMD of unsuccessful bidders will be returned within 10 days after finalization of the Bid. The EMD amount will not carry any interest. If the successful bidder fails to deposit the Performance Security (Security Deposit) within the specified period, or withdraws his bid within the validity period of the bid, this EMD amount will be forfeited.

## 12. PERFORMANCE SECURITY (SECURITY DEPOSIT):

The Successful bidder shall be required to pay Performance Security Deposit equivalent to 5 % (one Percent) of the total value of the order as **Performance Security** by way of **Bank Guarantee / Demand Draft** drawn in favor of Managing Director, HFDC, payable at Panchkula, within 7 working days of the receipt of the acceptance letter from HFDC. The amount of EMD may be adjusted in the Security Deposit of the successful bidder. This Performance Security amount will be refunded after satisfactory completion of the work as mentioned in supply order.

The Performance Security amount will not carry any interest. In addition to other penal action, if the supplier fails to supply the goods and perform the service as per terms and conditions mentioned in the Bid Document leading to termination of the agreement, the Performance Security amount will be forfeited.

**FORMATS FOR SUBMISSION OF EOI**

***PERFORMA-I***

***FORMAT FOR LETTER OF INTENT***

To  
The Managing Director,  
Haryana Forest Development Corporation  
Bays 27-28, Sector 4,  
Panchkula, Haryana

**Subject: Expression of Interest for consultant**

Sir,

We, the undersigned, offer to provide and express our Interest for Empanelment of Consultant in accordance to the EOI with tender notice

.....dated .....

Our Proposal shall be binding upon us subject to the modifications resulting from EOI, up to expiration of the validity period of the Proposal, i.e. 180 days from date of submission of Proposal.

We undertake that, in completing for (and, if the award is made to us, in Executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory

Name and Title of Signatory:

Name of Firm:

**PERFORMA-II-A**  
**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES,**  
**CONSORTIUMS, AGENCIES AND NGOS**

Name of the Applicant (In full):

Name of the Contact Person:

Address:

Telephone no:

E-mail address:

Year of incorporation: (Certificate of Registration to be enclosed)

Details of PAN :( Copy of PAN Card to be enclosed)

Details of GST. (Copy of GST Registration to be enclosed)

Details of MSME Registration: (Copy of Certificate to be enclosed if applicable)

Details of StartUP India Registration: (Copy of Certificate to be enclosed if applicable)

Annual Turnover: (Last three financial year audited report should be enclosed).

(Signature of Authorized Person)

**PERFORMA –II -B**  
**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES,**  
**CONSORTIUMS, AGENCIES AND NGOS**

**Project Details**

Sr No	Name of Project	Name of Client (Govt/Semi-Govt/Private)	Estimated Project Cost	Status of Project (Completed/under execution/under planning process)	Details/Proof of Agreement/letter of intent/Work order etc.

Firm's Name:

Authorized Signaure:

**PERFORMA –II -C**  
**PROJECT DETAILS**

Assignment Name	Approx value of the contract ( INR in Crores)
Country: India Location within Country:	Duration of Assignment (months):
Name of Client:	Total No of Staff:
Address:	Approx value of services provided by your firm under the contract ( INR in crores)
Start Date (Month/Year): Completion Date (Month/Year):	No of professional staff – months provided by associated Consultants:
Name of Lead Partner:	Name of senior professional staff of your firm involved and functions performed
Name of Associated Consultants, If any	
Narrative Description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

Authorized Signature:

**PERFORMA-II-D**  
**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES,**  
**CONSORTIUMS, AGENCIES AND NGOS**

**FINANCIAL DETAILS**

Sr No	Financial Year	Annual Turnover (In INR crores)
1		
2		
3		

Certificate from the Statutory Auditor

This is to certify that ..... has received the payments shown above against the respective years on account of professional fees for advisory services in the environment and allied sector.

Name of Authorized Signatory:

Designation:

Name of firm :

(Signature of the Statutory Auditor)

Seal of the Firm

Note:

- i. In case the Consultancy Firms, Joint Ventures, Consortiums, Agencies and NGOs do not have a statutory auditor, it may provide the certificate from its chartered accountant.
- ii. In case of Joint Ventures and Consortiums certificate from all the partners by their chartered accountant / statutory auditor



**PERFORMA –III- A**  
**FORMAT FOR INDIVIDUAL PROFESSIONALS**

1. Name of Professional	
2. Address	
3. Phone/Mob No	
4. E mail	
5. PAN No (Copy of enclosed)	

Sr No	Name of the Professional	Expertise	Qualification	Experience in year

(Signature of Authorized Person)

**PERFORMA –III- B**  
**FORMAT FOR INDIVIDUAL PROFESSIONALS**

1	Name of Staff	
2	Date of Birth	
3	Education	
4	Membership of Professional Organization	
5	Training and Publication	
6	Countries of Work Experience	
7	Language	Language Proficiency (Good/Fair/Poor)
8	Employment Record	
9	Detailed Task Assigned	<ul style="list-style-type: none"> <li>· Name of Assignment or Project</li> <li>· Year</li> <li>· Client</li> <li>· Location</li> <li>· Main Project Features</li> <li>· Position Held</li> <li>· Activities Performed</li> </ul>
10	Work Undertaken that Best Illustrates capability to Assigned handle the Tasks Assigned	

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature]  
Full name:  
Date:

## **ANNEXURE – B**

### **UNDERTAKING (In the Letter Head of the Firm)**

- 1. “I /We hereby certify that in the last three years, neither firm nor any of its employees have failed to perform on any contract or expelled from any project or contract or have had any contract terminated for breach on our part.**
- 2. We have not been banned/ suspended by Government of India/ any State Government/ Govt. agency, Supreme Court/ High Court or any lower Court within last three years.**

**Signature (s) & Seal**