

# 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/02/2024-25

**EXPRESSION OF INTEREST FOR SELECTION OF INSTITUTIONS / AGENCIES WITH HFDC FOR CONDUCTING SURVEYS AND/ OR UNDERTAKING ECONOMIC ANALYSIS OF WOOD AND WOOD-BASED PRODUCT MARKETS IN NCR**

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## **PRESS NOTE**

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

### **NOTICE INVITING EXPRESSION OF INTEREST FOR SELECTION OF INSTITUTIONS / AGENCIES WITH HFDC FOR CONDUCTING SURVEYS AND/OR UNDERTAKING ECONOMIC ANALYSIS OF WOOD AND WOOD-BASED PRODUCT MARKETS IN NCR**

The Haryana Forest Development Corporation (HFDC) proposes to select reputed institutions/agencies/organizations/companies, including partnership companies/Foundation/Trust to carry out survey and economic analysis of markets for wood and wood-based products. The selection of the institutions/agencies shall be in accordance with the evaluation criteria mentioned in the Request for Expression of Interest (EoI) Document.

The institutions/agencies having the expertise and willingness to undertake surveys and economic analysis of markets, as and when referred by the HFDC, are invited to submit their EoI in the prescribed format enclosed with the Request for EoI Document.

The EoI, in the prescribed format, should reach the undersigned by **1800hrs on 31.01.2025**. 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
<b>Notice Inviting Expression Of Interest For Selection Of Institutions/Agencies With HFDC for Conducting Surveys And/ or Undertaking Economic Analysis Of Wood And Wood-Based Product Markets In NCR</b>	Doc. Fee. =1180 .00 E-service fee=1180.00 (Incl. GST)	13.01.2025 06:00 PM	31.01.2025 06.00 PM

Clarifications, if any, may be sought by writing to [MDHFDCL@gmail.com](mailto:MDHFDCL@gmail.com) by **24<sup>th</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 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**

**Request for Expression of Interest (EoI) for Selection of institutes/ agencies for conducting surveys and/or economic analysis of wood and wood-based product markets for the Haryana Forest Development Corporation.**

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**1. OBJECTIVE**

- 1.1. Haryana Forest Development Corporation has been established as a company by Government of Haryana with the objective of assuring reasonable prices to farmers for their trees and other forest produce, generate employment opportunities, felling of trees, furniture manufacturing and other products/services for the benefit of Corporation.
- 1.2. As part of its mandate of diversification of activities, the HFDC intends to enter the market of wood and wood-based product in the National Capital Region given its immense consumption potential. This would require knowledge of price trends, conditions of demand/supply/competition in the given geographic area, barriers to entry etc. Objective assessment of these factors requires primary level inputs from consumers/market participants and/or economic analysis of market structure and conduct of enterprises based on secondary data and research.
- 1.3. In view of this, the HFDC proposes to select institutes/agencies of repute, which can conduct surveys to collect primary data and/or undertake economic analysis of markets based on secondary data, as and when needed by the HFDC.

**2. NATURE OF WORK**

- 2.1. The work to be undertaken by the selected institutes/agencies can be categorized under the following two broad heads:
    - **Surveys**: Market surveys for collection and analysis of data on variables relating to consumer behavior, local specification requirements, barriers to entry and exit, availability of substitutes to a relevant product etc. in the relevant market and any other factor as may be required on a case-by-case basis
    - **Microeconomic analysis of markets**: Economic analysis of markets based on secondary data as may be necessary for the exploring the entry of HFDC into the market.
  - 2.2. The range of surveys required to be used for the intended purpose may be summarized as below:
    - (a) **Consumer Surveys**: Detailed surveys to collect primary data on consumer preferences, consumer response to price changes etc. and analysis of the data to understand consumer choice, brand recognition and brand loyalty, switching cost, demand-side substitutability etc.
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(b) Strategy Surveys: Understanding the competitive strategies of firms in terms of products, pricing, vigor of competition in a particular market, levels of production and distribution chain, competitive constraints faced by the firms in the relevant market,

(c) Market Surveys: Market surveys of shorter durations to understand the recent trends in the market and customer responses

2.3. The broad analytical frameworks in the economic analysis include:

(a) Market Structure Framework: Identifying key market characteristics in terms of supplier, consumer and product or service

(b) Consumer Choice Framework: Understanding the consumer preferences, biases that may affect switching, product selection etc.

(c) Price Analysis Framework: Analyzing profitability, customer acquisition costs, consumer affordability, price comparisons and trends, price concentration studies etc.

### **3. WHO CAN APPLY**

3.1. The following institutes/agencies can submit Expression of Interest (EoI) for the proposed selection:

i. Universities created by an Act of Central Legislature or State Legislature

ii. Institutions of national importance created by an Act of Central Legislature or State Legislature

iii. Institutes or research bodies registered under the Societies Registration Act, 1860

iv. NGOs having a registered office in India

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#### **4. ELIGIBILITY FOR SELECTION**

- i. The institute/agency should have relevant experience of either conducting surveys or microeconomic analysis of markets or both. The minimum experience required is as under:
  - a. Surveys: The institute/agency should have conducted at least two surveys during the last five years
  - b. Microeconomic analysis of markets: The institute/agency should have undertaken at least three economic analysis reports relating to markets, competition, products, etc. during the last five years

The above conditions can be relaxed as per the discretion of the HFDC on a case-to-case basis in deserving cases.

- ii. The institute/agency should have a valid PAN / GST Registration in India (*if applicable*). A copy of PAN card and GST Registration certificate to that effect needs to be submitted.
- iii. The institute/agency should not have been blacklisted by Central/State Government departments/Undertakings/Statutory bodies.
- iv. The institute/agency should have a consistent core team of at least two Economics experts with a minimum qualification of Master's Degree in Economics/Business Economics/Financial Economics/Econometrics/Statistics and professionals with relevant experience.

#### **5. GUIDELINES FOR SUBMISSION OF PROPOSAL**

##### **5.1. TECHNICAL PROPOSAL**

The Technical Proposal shall include the following information, along with relevant documents:

- i. Annexure I along with all supporting documents
- ii. Mandatory List of Documents to be Attached Along with the Application Format
- iii. A description of the way Firm/Organization would plan to execute the study. It should include approach, methodology and detailed work plan/schedule for carrying out the analysis as outlined in Annexure III

##### **5.2. FINANCIAL PROPOSAL**

- (a) The financial quotes should cover the entire cost of market study & analysis including all resource cost, field work, data entry, data analysis, preparation of report, travel allowances etc
  - (b) The cost quoted should be inclusive of all taxes; however, the amount and tax-rate must be mentioned separately
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- (c) The Engaged Agency, in accepting the quoted rates/prices shall for all purposes whatsoever be deemed to have independently obtained all necessary information for the purposes of the Agreement and shall be deemed to have taken into account all contingencies as may arise due to such information or the lack of the same.
- (d) All payments to the Engaged Agency shall be subjected to deduction of taxes at source as per applicable laws.
- (e) The financial bid shall be submitted as per the format shown in Annexure-III. Financial bid submitted in any other format other than as per Annexure-III shall be summarily rejected.
- (f) HFDC reserves the right of seeking additional information including copies of research/study completion reports of other related studies.

**6. CRITERIA FOR EVALUATION OF PROPOSAL**

The Technical Evaluation Committee (TEC) constituted by the Competent Authority in HFDC shall examine the technical proposals of only such bidders who satisfy the eligibility criteria mentioned in this EOI.

**(A) TECHNICAL EVALUATION**

- i. The technical evaluation of the bids and the presentations will be done based on the following parameters to bring out the Technical Marks for each bidder:

<b>Sr No</b>	<b>Particulars</b>	<b>Max Marks</b>
1	Experience including relevant experience	50
2	Team Composition	20
3	Approach, Methodology & Work Plan	30
	Total	100

- ii. While carrying out evaluation of the Technical Proposal, following marking pattern shall be followed:

Marking Pattern for Experience including relevant experience: Max Marks : 50

**Evaluation Criteria**

- a. Agency Profile ( number of years, areas of work, access to resources/databases)
  - b. Number of relevant projects
  - c. Empanelment with Govt/Statutory bodies
  - d. Citations of reports/surveys in public reports/govt policy documents, media etc
  - e. Any other factor deemed relevant for assessment
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## Marking Pattern for Team Composition: Max Marks : 20

### Evaluation Criteria

- a. Qualification, relevant experience, nature, scope and number of projects steered by Team leader – Maximum 10 marks
- b. Core Team composition including number of team members, qualification, interdisciplinary expertise, relevant experience, nature and scope of work undertaken by team members- Maximum 10 marks

## Marking Pattern for Approach, Methodology, & Work Plan: Max Marks: 30

### Evaluation Criteria

- a. Understanding of terms of reference, scope of work and deliverables, clarity of plan of action and methodology
  - b. Strategies for stakeholder consultation (including survey, one-on-one meetings, focused group discussions, any other) and quality control
  - c. Presentation of the technical proposal
- iii. The Technical Marks so obtained shall be graded for each bidder, based on the following grading system:

Grade	Range	Technical Score
Outstanding	91-100	100
Excellent	81-90	90
Very Good	71-80	80
Good	61-70	70
Very Fair	51-60	60
Fair	41-50	50
Average	31-40	40
Below Average	21-30	30
Poor	11-20	20
Very Poor	1-10	10
Zero	0	0

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- iv. Further, the Technical Grades will be converted into Technical Score using the following formula:

$$TS = 100 \times TG / HTG$$

TS = Technical score

TG = technical grade of the respective bidder

HTG = Highest technical grade

- v. Minimum Technical Score required to qualify into the next round is 70. Any bidder obtaining Technical Score below 70 shall be disqualified

#### **(B) FINANCIAL EVALUATION**

- vi. Financial Bid shall be submitted as per Annexure IV
- vii. After opening of financial bids, the Financial bid amounts of each bidder shall be converted into Financial Scores based on the following formula:

$$FS = 100 \times LFB / F$$

FS= Financial score

LFB = lowest financial bid

F = price quoted by the respective bidders

#### **(C) SELECTION PROCESS**

- i. The selection process would be Quality and Cost Based Selection (QCBS). The Selection Committee will select the Agency by giving 70% weightage to the technical score and 30% weightage to the Financial Score.
- ii. After obtaining the Technical Score and Financial Score of each bidder, the Combined Technical and Financial Score (CTFS) will be calculated. In calculation of CTFS, 70 percent weight will be given to the Technical Score and 30 percent weight will be given to the Financial Score.
- iii. Bids with a minimum technical score of 70 in technical evaluation will be considered for financial score evaluation.
- iv. The proposal obtaining the highest CTFS will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 and shall be recommended for award of contract.
- v. In the event two or more bids have the same score in final ranking, the bid with the highest technical score will be H-1

#### **6.1. Evaluation of the proposals shall be based, *inter alia*, on the following factors:**

- i. Years of experience and specialization in economic analyses of markets and/or surveys; citations of reports/surveys in public reports/government policy documents, media etc.
  - ii. Agency profile and core team composition
  - iii. Infrastructure such as computing systems, IT infrastructure including data analysis softwares etc.
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- iv. Track record and integrity
  - v. Empanelment with government/statutory bodies
  - vi. Preference will be given to the institutes/agencies having expertise and experience in wood and related industries sector.
  - vii. In evaluating the proposals for surveys, the following additional criteria shall be considered:
    - (a) Types of surveys conducted
    - (b) Size and spread of samples
    - (c) Length and quality of questionnaires
    - (d) Relevance to the nature of work
    - (e) Survey methodology
  - viii. This list is illustrative and not exhaustive. The HFDC may also consider any other factor relevant for selection.
- 6.2. The EoI shall have to be submitted in the prescribed format annexed at **Annexure I**. Incomplete EoIs or EoIs not in the prescribed format are liable to be rejected.
- 6.3. The HFDC reserves the right to accept or reject any of the EoIs without assigning any reason thereof and without thereby incurring any liability to the affected parties.
- 6.4. Selection will be made based on particulars and documents furnished by the applicant as required. If any information furnished by the applicant is found incorrect at a later stage they shall be liable to be debarred from tendering & taking up the work. The HFDC reserves the right to verify the particulars furnished by the applicant independently.
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## 7. TENURE/TERM OF SELECTION

7.1. The selection will be for project period of study. The HFDC reserves the right to terminate the selection of any institute/agency at any time.

## 8. PAYMENT OF FEE AND OTHER CONDITIONS

8.1. The fee payable to the institute/agency shall be governed by a separate financial bid invitation.

## 9. SUBMISSION OF EoI

- i. An authorized representative of the applicant should initial at all pages of the EoI. The representative's authorization confirmed by a written Power of Attorney/authority specific to this project should accompany the EoI.
- ii. The sealed EoI (Technical Proposal along with supportive documents) shall bear the name and communication address of the bidder along with contact details and clearly marked with name/subject **"EoI for Selection of Academic Institutions/Survey Agencies/other organization for conducting surveys and/or economic analysis of wood and wood-based products markets in NCR"**.
- iii. The completed EoI must be delivered at the below mentioned address on or before the stipulated time and date. Any EoI received after the closing time for submission will not be accepted.

Address:

Jitender Ahalawt  
General Manager (Headquarters)  
Haryana Forest Development Corporation  
Sector 2, Panchkula  
Email: [mdhfdc@gov.in](mailto:mdhfdc@gov.in)

## 10. COMMUNICATION OF SELECTION

10.1. After a decision to select the institute/agency is taken, a communication in writing to this effect shall be sent to the institute/agency as per **Annexure II** with acknowledgement and acceptance due. The process of engagement shall be complete when HFDC receives an acceptance letter from the institute/agency.

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## 11. GENERAL INFORMATION

- i. This document is neither an offer letter nor a legal contract, but an invitation for technical proposal for Selection of institute/agency.
- ii. The selected institutes/organization will not delegate the work and themselves deal with the same. They may have to coordinate and work with other designated institutes/agencies, if any, engaged in the work as well as with the officers of the HFDC, if required.
- iii. The selected institute/agency shall maintain absolute secrecy and confidentiality about the cases of the HFDC as required under the Act and rules/regulations made thereunder.
- iv. Intellectual Property Rights for all documents and outputs developed during the work will rest solely with the HFDC.
- v. The institute/agency shall in full accept the terms and conditions of the selection as determined by the HFDC.
- vi. If considered necessary, an enquiry about the claims and conduct of the institute/agency to be selected can also be made and credentials may be verified; if the institute/agency is empaneled/selected by other regulators/organizations, opinion of those organizations may be obtained.

## 12. 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.

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**13. 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.

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## ANNEXURE I - Format for Expression of Interest for Selection

### 1.0 General Details of the Organization

#### 1.1 Description

S. No.	Description	
	Name of the Entity	
	Type of Entity (Academic/Research Institute / Autonomous Body/Market Survey Agency/Others)	
	Year of Establishment	
	Area(s) of Specialization	
	Head Office Address	
	Name of the Chairperson/Head of the Institution/Managing Director and Telephone number	
	Total Number of Regular Staff	
	Office Phone Number(s)	
	Fax	
	Email	
	Web	
	GST No./TAN No./PAN No.	

(Attach relevant documents)

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**1.2 (a) Experience of Work (Survey)**

Sl. No.	Name of the Survey/ Project carried out in the last 5 years i.e. not earlier than 2015-16 (Brief details of survey to be provided)	Sector	Size and spread of sample	Survey methodology	Name of the funding agency	Geographical area details of the project being carried out (State/ District/Block/Village)	Year & duration of the project	Mode of involvement (as independent implementing agency or partner agency)

(Attach copies of completion certificates, sample questionnaires of surveys and citations)

**1.3 (b) Experience of Work (Reports/Economic analyses of markets/Sectoral studies)**

Sl. No.	Name of the Reports/Economic analyses of markets carried out in the last 5 years i.e. not earlier than 2015-16 (Brief details of reports/analyses to be provided)	Sector	Name of the funding agency	Year & duration of the project	Mode of involvement (as independent implementing agency or partner agency)


(Attach copies of completion certificates, reports and citations)

**1.4 IT Infrastructure facility**

Computing facilities + IT architecture including data analysis software(details of package with version)	
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**1.5 Details of in-house subject expert(s) in the core team**

Sl. No.	Name	Qualification	Main skill/Sector	Duration of working with the organization	Total experience

(Attach certified CVs of subject experts in the core team)



## 2.0 Other Details

### 2.1 Awards & recognitions (if any)

Si. No	Name of award or recognition	Name of project/assignment for which award/ recognition was given	Year of the award/recognition	Name & location of the agency who gave the award/recognition

(Attach relevant documents)

### 2.2 /Empanelment with Government Organizations, PSUs and Autonomous/Statutory bodies

Sl. No.	Name of a) Government or Semi-Government Organization, b) PSU, c) Statutory Body	Year of empanelment	Name of project/summary of work association	Year and duration of project(s)	Cost of work contract (Rs. million)

(Attach relevant documents)

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## **Mandatory List of Documents to be Attached Along with the Application Format**

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### **Duly filled EoI must have the following attachments**

1. Covering letter addressed to HARYANA FOREST DEVELOPMENT CORPORATION, BAYS 27-28, SECTOR 4, PANCHKULA, HARYANA
2. Latest organogram of the agency
3. Proof of Tan No., PAN No., GST
4. Brief about the projects implemented in the last five financial years not earlier than 2015-16
5. Copies of completion certificates to support the work experience
6. Certified CVs of subject experts in the core team
7. Relevant documents regarding empanelment with Government Organizations, PSUs and Autonomous/ Statutory bodies (if any in seven years i.e. not earlier than 2015-16)
8. Undertaking for not being blacklisted (self-attested)

Failure to provide any of the listed documents or information shall adversely impact the evaluation of the applicant in the empanelment process. Notwithstanding the submission of these documents, HFDCis neither bound nor obliged to include any agency on the empanelment list.

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## ANNEXURE II

To,

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Dear Sir/Madam,

**Sub: Selection for survey and market analysis of wood and wood based product in NCR for HFDC**

This is with reference to your Expression of Interest (EoI) dated..... wherein you have evinced interest for selection as an institute/agency with the Haryana Forest Development Corporation (“the HFDC”) for conducting surveys and/or undertaking microeconomic analysis of wood and wood-based product markets, in the NCR region.

We are pleased to inform you that your EoI has been considered favorably and you are advised to give your assent selection on the following terms and conditions.

1. You will abide by the HFDC’s terms and conditions and you will not claim any retainer fee or employment in the HFDC’s service.
  2. The fee payable to you shall be governed by a separate financial bid invitation as per the scope of the work. In the case of surveys, the fee payable to you shall take into account, *inter alia*, the number of respondents, geographical spread, number of parameters being tested through the survey.
  3. Selection does not confer any right or claim that you alone should be entrusted with the HFDC’s work.
  4. You will not delegate the work assigned to you to any other agency. You may have to coordinate and work with other designated institutes/agencies, if any, engaged in the work as well as with the officers of the HFDC, if required.
  5. All research outputs including reports, papers, presentations etc. produced by you during the course of a specific assignment shall remain the intellectual property of the HFDC. You shall not be allowed to use the same for any other purpose.
  6. You shall preserve strict confidentiality of all information or material gathered during the course of a specific work assigned to you by the HFDC and shall not disclose any such information or material to any third party at any point of time. The information or material received by you during the course of engagement shall not be used for any other purpose.
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7. At the time of award of a specific work, a separate Non-disclosure Agreement will have to be signed by the head of your organisation.
8. You shall not use the HFDC's name or logo in your letterheads, signboards, nameplates etc.
9. You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent.

We look forward to your acceptance at the earliest.

Yours faithfully,

(Authorised Signatory)

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**Annexure III: Approach, Methodology and Detailed Work Plan**

a. Approach and Methodology—including plan of action, recruitment plan, sample unit selection method, survey method, data/information gathering plan, stakeholder consultation plan (including survey, one-on-one meetings, focused group discussions, any other details), analysis of data/information, monitoring plan, strategies for quality control, timeline etc. in relation to objective, scope and methodology prescribed in EOI.

b. Work plan (The work plan should be consistent with the deliverables/timelines and to be given with the timeline for each activity)

Annexure IV: Financial Bid

(Amount in INR)

(A) Financial bid, excluding taxes :.....

[Component-wise cost break up under major heads should be furnished]

(B) Tax rate and tax amount:

(C) Financial bid, including tax amount (Total of A+B):

Signature:

Name and Designation of the Authorized Signatory:

Name of Agency:

Address:

SEAL of the Agency

Date:

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