

# REQUEST FOR PROPOSAL

*FOR*

**SELECTION OF AGENCY FOR THIRD PARTY  
EVALUATION OF WORKS UNDERTAKEN DURING 2020-  
21 UNDER HARYANA COMPENSATORY  
AFFORESTATION FUND MANAGEMENT AND  
PLANNING AUTHORITY (CAMPA)  
IN THE STATE OF HARYANA**

*Issued by*

**The Haryana State Compensatory Afforestation Fund Management  
and Planning Authority,**

Chief Executive Officer (CAMPA)

Haryana Forest Department

Government of Haryana

C-18, Van Bhawan, Sector-6, Panchkula - 134109

Tel (O): .....

Fax: .....

Email: .....

**DATE:**

**Haryana Compensatory Afforestation Fund Management and  
Planning  
Authority (CAMPA)**

**Notice Inviting RFP for Selection of Third Party Agency for  
Evaluation of works Undertaken during 2020-21 under Compensatory  
Afforestation Fund Management and Planning Authority (CAMPA)  
in the State of Haryana**

The Haryana Compensatory Afforestation Fund Management and Planning Authority (CAMPA) invites proposals in the form of Technical & Financial online bids at <https://ctenders.hry.nic.in> from Third Party Agencies/Organizations of national repute for evaluation of works undertaken during the year 2020-21 by Compensatory Afforestation Fund Management and Planning Authority (CAMPA) as specified in this RFP Document.

The RFP document can be downloaded from website of <https://ctenders.hry.nic.in> with effect from 21.06.2021 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 their proposal along with other related documents as per RFP at <https://ctenders.hry.nic.in> from 21.06.2021 to 05.07.2021 (5 P.M.). Based on the eligibility criteria as mentioned in the RFP, the applicant agency will be selected. CAMPA Haryana reserves its right to cancel/modify this tender at any stage without assigning any reason thereof.

For any further clarifications, please contact the following.

Sd/-  
Chief Executive Officer  
State CAMPA Haryana  
Van Bhawan, Panchkula

79

Table of contents

Contents

SECTION I. INVITATION FOR PROPOSALS (IFP) ..... 8

SECTION II: INSTRUCTIONS TO BIDDERS (ITR) ..... 9

1. General Conditions ..... 9

2. Definitions ..... 9

3. Request for Proposal ..... 9-10

4. Compliance/Completeness of Proposal ..... 10

5. Validity of Proposals ..... 10

6. Conflict of Interest ..... 10

7. Fraud and Corruption ..... 10

8. Pre Proposal Queries Clarifications and amendments of tender Document ..... 11

9. Response to queries and issue of corrigendum ..... 11-12

10. Proc. of Hiring of Services ..... 12

11. Key Requirement of Bid ..... 12

11.1 Rights to terminate the process ..... 13

11.2 Bank Guarantee ..... 13

12. Submission of Responses ..... 13

13. Pre-qualification of the agency ..... 13-14

14. Disqualifications ..... 14

15. Submission of Proposals ..... 15

16. Work Schedule/Payment ..... 15

17. Evaluation of Proposals ..... 15-16

17.1 Evaluation of Pre-qualification criteria ..... 16

17.2 Score of Technical Proposal ..... 16

17.3 Qualification ..... 16

17.4 Criteria of Technical Bid ..... 17

17.5 Evaluation of Technical proposals ..... 17-18

17.6 Evaluation of Financial proposal ..... 19

17.7 Scoring and Ranking of bids on the basis of Technical and Financial evaluation ..... 19

17.8 ..... 19-20

22.	Right to Accept / Reject Proposal .....	20
23.	Award of Contract .....	20
24.	Confidentiality .....	20
SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC) .....		21
1.	Application .....	21
2.	Relationship between the Parties .....	21
3.	Standards of Performance .....	21
4.	Delivery and Documents .....	21
5.	Change Orders .....	21
6.	Bidder Personnel .....	21
7.	Applicable Law .....	22
8.	Intellectual Property Rights .....	22
9.	Indemnity .....	22
10.	Governing Language .....	22
11.	Assignments .....	22
12.	Effectiveness, period and expiration of Contract .....	22
13.	Performance Assessment .....	22-23
14.	Liquidated Damages .....	23
15.	Suspension .....	23
16.	Termination .....	23
17.	Force Majeure .....	23-24
18.	Resolution of Disputes .....	24
19.	Taxes and Duties .....	24
20.	Legal Jurisdiction .....	24
21.	Notice .....	24
SECTION IV: SCOPE OF WORK (SOW) .....		25
1.	Background .....	25
2.	Role of Agency .....	25-26
3.	Role of Haryana CAMPA, State Authority .....	26
SECTION V: SAMPLE FORMATS .....		27
FORM 1 - Covering Letter for Hiring of Services of agency .....		28
FORM 2 - Pre Qualification Criteria .....		29-30

FORM 3 – Technical Bid ..... 31-32

FORM 4 – Financial Bid ..... 33

Schedule 1 – Draft Memorandum of Understanding ..... 34-35

Schedule 2- Basic information for each site ..... 36

Schedule 3-Quantitative aspects ..... 37-39

Schedule 4-Maintenance of assets created ..... 40

Schedule 5-Critical comments of third party ..... 41-42

## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "Tender") document provided to the Bidders by the Haryana Compensatory Afforestation Fund Management and Planning Authority (CAMPA), State Authority, hereinafter referred to as Haryana CAMPA (State Authority), or any of their employees 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 Haryana CAMPA in the State of Haryana. 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 and their employees 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 and their employees 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.

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.

## 1. Background

State Compensatory Afforestation Fund Management and Planning Authority to be known as State-CAMPA, constituted by the State Government as per the directives of the Central Government by Notification No.107/Home/2009 dated 12-08-2009, has become operational mainly for the purpose management of money towards the Compensatory Afforestation (CAs) and Net Present Value (NPV) and any other money recoverable in pursuance of the Hon'ble Supreme Court order in this regards and in compliance of the conditions stipulated by the Central while according approval under FC Act 1980 for non-forestry uses. The State-CAMPA consists of three tier functional bodies. The upper one is the Governing Body headed by the HCM as chairperson and Secretary as Chairman, the second one is the Steering Committee headed by the Chief Secretary as Chairperson with the CEO as Member Secretary and the third one is the Executive Committee headed by PCCF (HoFF) and PCCF-cum Chief Executive Officer (CAMPA) as Member Secretary.

Compensatory Afforestation fund is used for plantation while money for Net Present Value is used for activities relating to conservation of forests and wildlife, development of infrastructures in these sectors and other related works. Under CAMPA, large-scale activities have been taken up to accelerate preservation of natural forests, management of wildlife, capacity building, research & development, infrastructure development in the sector and other allied works. As Haryana Forest Department is implementing CAMPA activities in the state of Haryana there is now a felt need to technically evaluate these ongoing efforts, and based on the learnings, plan the way forward. Also, the State CAMPA guidelines stipulate that an evaluation methodology of the works implemented has to be evolved and implemented to ensure effective and proper utilization of the fund for which funds are also earmarked.

## 2. Objective of the Proposal

According to the guidelines issued by Ministry of Environment and Forests and Climate Change (MoEF&CC), GOI, monitoring of the CAMPA activities is necessary. The present RFP is being floated to select an agency to carry out 3<sup>rd</sup> party monitoring of the CAMPA works carried out in the State Haryana. Under CAMPA, several activities have been taken up for preservation of natural forests, management of wildlife, capacity building, research & development, infrastructure development in the sector and other allied activities. There is a need to technically evaluate these ongoing activities and based on the learning's, plan the way forward. The third party will monitor and evaluate the CAMPA works undertaken as per annual plan of operations (APO) during the year 2020-21.

## 3. Scope of work for Monitoring and Evaluation agency

The third party agencies will have the scope of work as follows:-

- a) The conservation, development and other related activities are being carried out in all divisions of the state.
- b) Different divisions carry out the activities with CAMPA funds.
- c) Major activities include plantations under different models, conservation, protection and management of wildlife and its habitat within and outside protected areas, research and tree improvement, soil and water conservation, development of infrastructures, capacity building and other activities carried out under State CAMPA during the year 2020-21.
- d) The Monitoring and Evaluation Agency is required to deploy well-qualified team and supporting staff for carrying out assessment of quality of plantations and other activities in a time bound manner.
- e) The technical proposal should contain details methodology for monitoring and evaluation within the timeframe.

The agency will submit a comprehensive evaluation report of the State CAMPA.

## SECTION I: INVITATION FOR PROPOSALS (IFP)

1. The Haryana Compensatory Afforestation Fund Management and Planning Authority Haryana CAMPA, State Authority invites proposals for hiring of services of reputed and experienced agencies to undertake third party evaluation of activities under different components of CAMPA carried out during the year 2020-21 covering 4 Territorial Forest Circles in the State of Haryana (North, Central, South and West Circle).
2. The Haryana CAMPA, State Authority intends to hire services of agencies through an open tender process.
3. The Haryana CAMPA, State Authority has appointed Chief Executive Officer, Haryana CAMPA, State Authority (herein after as CEO, CAMPA) as the Nodal Officer for this tender. All correspondence should be done with CEO, CAMPA regarding this tender.
4. The PCCF (HoFF), Haryana reserves the right to accept/reject any or all the proposals in whole or part without assigning any reasons at any stage.
5. Period of Contract

The third party agency will be hired for a period of one year.

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

### Tender Schedule:

Sr. No.	TENDER Activity	Date
1.	Publishing of Request for Proposal (RFP) document	21/06/2021
2.	Downloading of RFP document	21/06/2021 2:00 onwards
3.	Last date for receiving queries	25/06/2021 <i>through e-mail only</i>
4.	Response to queries	29/06/2021
5.	Bid Submission Start Date	21/06/2021
6.	Bid Submission End Date	05/07/2021 (upto 5:00 P.M.)
7.	Date and time of opening of Technical Bid	06/07/2021 (at 11:00 AM in the office of the CEO, CAMPA O/o PCCF (HoFF), Van Bhawan, Sector-6, Panchkula-134109
8.	Address for Communication	CEO, CAMPA O/o PCCF (HoFF), Van Bhawan, Sector-6, Panchkula - 134109 Phone: 0172-2563977 E-mail: haryanacampa@gmail.com



## SECTION II: INSTRUCTIONS TO BIDDERS (ITR)

### 1. General Conditions

All information supplied by the bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the Haryana CAMPA, State Authority on the basis of this tender.

No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by Haryana CAMPA, State Authority. The PCCF (HoFF), Haryana may cancel the process at any time prior to a formal written contract being executed by or on behalf of Haryana CAMPA, State Authority.

The bidders shall abide by all the conditions laid down in this tender.

### 2. Definitions

Unless the context otherwise requires, the following terms whenever used in this tender and contract have the following meanings:

- a. "Applicable Law" means the laws and any other instruments having the force of law in the State of Haryana.
- b. "CEO, CAMPA" refers to the Nodal Officer/authority under whose administrative control the CAMPA works are undertaken in the State of Haryana.
- c. "Competent Authority" means the PCCF (HoFF), Haryana.
- d. "Committee" means committee constituted by PCCF (HoFF) for evaluation of pre-qualification, technical and financial proposals.
- e. "CAMPA" refers to Compensatory Afforestation Fund Management and Planning Authority.
- f. "Contract Price" means the all-inclusive price payable to the third party hired by the Haryana CAMPA, State Authority under the contract for the complete and proper performance of its contractual obligations.
- g. "Contract" means the Contract signed by the parties along with the entire documentation specified in this tender.
- h. "Day" means Calendar day.
- i. "Effective date" means the date on which the contract comes into force and effect.
- j. "FY" means financial year starting from April 1 to March 31.
- k. "Government" means Government of Haryana.
- l. "HFD" means Haryana Forest Department.
- m. "NTFP" means Non-Timber Forest Produce.
- n. "Personnel" means professional and support staff provided by the agency and assigned to perform services to execute an assignment and any part thereof in pursuance of the contract.
- o. "Proposals" means offer/documents submitted by bidders in response to this tender.

- p. "Services" means the work to be performed by the agency pursuant to the contract to be signed by the parties in pursuance of the specific assignment awarded to them by Haryana CAMPA, State Authority.

**3. Request for Proposal**

The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the tender. Failure to furnish all the necessary information as required in this Tender may lead to rejection. Bidders should visit the area, collect relevant information, documents and set up the team/personnel before preparing the proposal. The Bidders should clarify any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive from CEO CAMPA well in advance. However, no relaxation or exemption shall be provided to the bidder on any term or condition of the Tender for reasons of non-receipt of any clarification.

Bidders should ensure that they submit a fully responsive proposal including all the supporting documents requested in the tender. It is essential to ensure accuracy in the information provided in the proposals. Once proposals are received and opened, bidders shall not be permitted to change the proposal.

**4. Compliance/Completeness of the proposal**

The bidders are advised to study all instructions, forms, terms, requirements, appendices and other information in the tender documents carefully. Submission of the proposal shall be deemed to have been made after careful study and examination of the document with full understanding of its implications.

Failure to comply with the requirements of this paragraph renders the proposal non-compliant and the proposal may be rejected. Bidders must:

- a. Comply with all requirements as set out within this tender
- b. Submit the forms as specified in this tender and respond to each element in the order as set out in this tender
- c. Include all supporting documents as specified in this tender.

The proposals must be complete in all respects, indexed and bound. The page numbers must clearly be marked on each page and cross reference be indicated on the index page.

**5. Validity of Proposals**

Proposals shall remain valid for a period of 120 (One Hundred Twenty) days after the date of proposal opening prescribed in tender. Haryana CAMPA, State Authority may solicit the consent to an extension of proposal validity.

**6. Conflict of Interest**

Haryana CAMPA, State Authority requires the agency to provide professional, objective and impartial evaluation report and at all times hold the interest of Haryana CAMPA, State Authority paramount, strictly avoid conflicts with other assignments / jobs or their own corporate interests and act without any consideration for future work.

**7. Fraud and Corruption**

Haryana CAMPA, State Authority requires the agency hired through this tender to observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Haryana CAMPA, State Authority defines, for the purposes of this provision, the terms set forth as follows:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of Haryana CAMPA, State Authority by any personnel of Bidder in contract execution.
- b. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to Haryana CAMPA, State Authority, and includes collusive practice among bidders (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive Haryana CAMPA, State Authority of the benefits of free and open competition;
- c. "Unfair trade practices" means supply of services different from what is ordered on, or change in the scope of work which was given by The Haryana CAMPA, State Authority.
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

Haryana CAMPA, State Authority would:

- i. Reject a proposal for award, if it determines that the bidder recommended for award, has been determined to having been engaged in practices listed at 'a' to 'd' above.
- ii. Declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for or in executing, the contract.

**8. Pre Proposal queries, clarifications and amendments of RFP Document**

The prospective bidder, requiring any clarification on tender may contact CEO(CAMPA) and seek required clarification. The bidder will have to ensure that their queries should reach to CEO (CAMPA), Haryana through e-mail :- [haryanacampa@gmail.com](mailto:haryanacampa@gmail.com) on or before last date of receiving queries as mentioned in "Tender Schedule" of this document through the e-mail of only authorized representative of the bidder. It should be clearly mentioned in the subject of e-mail that mail is for seeking clarification on RFP.

The queries should necessarily be submitted in the following format.

Section/Page No	Content of tender requiring clarification	Change/Clarification Requested

The bidders shall be responsible for ensuring that the queries have been received by Haryana CAMPA, State Authority. Any requests for clarifications after the indicated date and time shall not

98  
17  
be entertained by Haryana CAMPA, State Authority.

The purpose of query clarification is to provide the bidders with information regarding the tender, project requirements, and opportunity to seek clarification regarding any aspect of the tender and the project. However, Haryana CAMPA, State Authority reserves the right to hold or re-schedule the process.

However, no relaxation or exemption shall be provided to the bidder on any term or condition of the tender for reasons of non-receipt of any clarification.

#### 9. **Response to Queries and Issue of Corrigendum**

Haryana CAMPA, State Authority will endeavor to provide timely response to the queries by uploading in the website. However, Haryana CAMPA, State Authority 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 bidders.

At any time prior to the last date for the receipt of proposals, Haryana CAMPA, State Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by a corrigendum.

The corrigendum, if any, and clarifications to the queries from all the bidders will be uploaded on the tendering website of <https://etenders.hry.nic.in>. Any such corrigendum shall be deemed to have been incorporated into this RFP.

#### 10. **Process for hiring of services**

The proposals received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified bidder(s) would sign a contract with Haryana CAMPA, State Authority which would specify the assignment that the selected bidder(s) is expected to perform.

Evaluation of the proposals shall be carried out in three stages: pre-qualification criteria, technical bid, and financial bid. The pre-qualification criteria, technical and financial bids shall be uploaded to the website <https://etenders.hry.nic.in>. Any proposal or part proposal received after the closing time for submission of proposals shall not be accepted. No amendment to the submitted documents shall be accepted after the dead line.

Any agency that fails to meet the pre-qualification criteria will not be considered for further stages. For the bidders who satisfy the pre-qualification selection criteria, the technical bids will be opened and evaluated in conformity with the provisions of the tender. The financial proposals shall remain sealed until they are opened publicly. The Technical Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter.

The bidders who qualify on the basis of technical evaluation would be informed about the date and time of opening of their financial proposals through email, as communicated by the bidders in their proposals by providing the information on <https://etenders.hry.nic.in>.

Highest score system of selection will be applied for this tender, as prescribed in the documents.

## 11. Key Requirements of the Bid

### 11.1. Rights to terminate the process

- a) Chief Executive Officer (CAMPA), Haryana may terminate the RFP process at any time and without assigning any reason. Chief Executive Officer (CAMPA), Haryana 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 Chief Executive Officer (CAMPA), Haryana. The Applicants' participation in this process may result in the engaging the Applicant towards execution of the Contract.

### 11.2. Bank Guarantee

- a) The successful bidder shall submit, Bank Guarantee equivalent to 5% of total contract value on signing of contract.
- b) The Bank Guarantee may be forfeited:
  - i. If any Applicant withdraws or modifies the Proposal during the period of validity.
  - ii. If the Bidder is found to have submitted any information wrongly / manipulated / hidden / fraud in the bid.

## 12. Submission of Responses

- a. The proposal and all associated correspondence shall be written in English and shall confirm to the prescribed formats.
- b. The proposal shall be typed or written in indelible ink and shall be signed by the bidder or duly authorized person(s). The proposal should be accompanied by a Power of Attorney in the name of the authorized signatory of the proposal.
- c. In addition to the identifications, the covering letter shall indicate the name and address of the bidder to enable the proposal to be returned in case it is declared late, and for any other matching purposes.
- d. Proposals received by fax or e-mail shall be treated as defective, invalid and rejected. Only duly complete proposals in the prescribed form received on the website <https://ctenders.hry.nic.in> prior to the closing time and date of the proposal shall be taken as valid.
- e. Pre-qualification, technical and financial proposals should be submitted as:
  - (i) Pre qualification, technical and financial proposals shall be prepared and copies of these shall be uploaded to the website <https://ctenders.hry.nic.in>.
  - (ii) Title on each file containing the pre-qualification, technical and financial proposals are as follows:-
    - A. Offer for Third Party evaluation of CAMPA works in Haryana: Pre-qualification Criteria plus Technical Proposal.
    - B. Offer for Third Party evaluation of CAMPA works in Haryana: Financial Proposal.

Note:- documents relating to pre-qualification criteria will be submitted together with the Technical Proposal on the website <https://ctenders.hry.nic.in>.

**13. Pre-qualification of the agency**

The bidders submitting under this tender must fulfill the following Pre-qualification criteria:-

- I. The agency is registered under either of the following Acts:
  - a. Societies Registration Act, 1860, or respective State Act.
  - b. Indian Trusts Act, 1882, or respective State Act
  - c. Companies Act, 2013
  - d. University incorporated under State or Central Act
  - e. Or any other relevant Act.

Additionally, autonomous bodies under Central or State Government and UN organizations are also eligible to apply for this tender.
- II. At time of submission of bids for this tender, the bidder should have completed a period of 3 years from its registration.
- III. The bidder has minimum annual turnover of at least Rs. 20.00 lakhs in each of the last three financial years. The bidder shall submit photo copies of first page of pass book of bank account held in name of the organization, and bank account statement of previous full month, i.e. 1<sup>st</sup> to 31<sup>st</sup> May, 2021.
- IV. The bidders are required to pay Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rs 1.0 Lakh) online through e-procurement portal <https://ctenders.hry.nic.in>. The payment for Tender Document Fee (Rs. 1,000/-), e-Service Fee (Rs. 1180/-) & EMD (Rs. 1,00,000/-) shall be made by eligible bidders online directly through Internet Banking Accounts or by generating RTGS/NEFT challan, to make payment in the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://ctenders.hry.nic.in>.
- V. Audited accounts for the last three years.
- VI. An undertaking that the bidder is **not** blacklisted or placed under funding restriction by any Ministry/Department of Government of India/State Government.
- VII. An undertaking that the bidder has **not** defaulted either in works or in financial progress in any of its works with any Government agency in the last five years or since inception, whichever is less.
- VIII. An undertaking that the agency or their employees have no association with Haryana CAMPA, State Authority.
- IX. An undertaking from the bidders that the CEO / Director / Members of the top management committee have **not** been convicted in any criminal case in any Court of India.
- X. The agency has worked/offered consultancy services/done afforestation related works/ project formulation and monitoring of afforestation related projects during the last five years.

Further, it may be noted that supporting documents of all the above mentioned criteria must be available with the agency at the time of submission of the tender. The documents that need to be

16 16  
attached are mentioned in the format itself (Section 5, Form 2).

Additionally, the Haryana CAMPA, State Authority reserves the right to seek additional documents for cross-verification or for any reason whatsoever. The request for such additional documents will be intimated to the agency through e-mail. The agency will provide the same within a week to the CEO. Inability to provide the same will render the bidder ineligible for further consideration.

#### 14. Disqualifications

Haryana CAMPA, State Authority may at its sole discretion and at any time during the evaluation of proposal, disqualify any bidder if the bidder has failed to meet the pre-qualification criteria mentioned in the preceding section.

- a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- c. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- d. Submitted the proposal documents after the prescribed date.
- e. Failed to provide clarifications related thereto, within the timelines, when sought.

#### 15. Submission of Proposals

Bidder shall submit the proposal online on tendering website i.e. <https://etenders.hry.nic.in> as per the procedure specified in this tender document. The list of documents to be submitted as part of proposal will be in accordance with the formats available in this document.

#### 16. Work Schedule/Payment

Payment shall be strictly on the basis of performance of the agency against the task assigned. The entire task of evaluation of CAMPA works carried out during 2020-21 shall be completed in a period of 06 Months. The time bound milestones shall be as follows:

- Month 1: Evaluation Inception Report, gathering office information, meetings, mini workshops, trainings etc.
- Month 2 to 5: Field visits and gathering field data
- Month 6: Compilation of data, analysis of data, presentation of preliminary evaluation reports, submission of final evaluation report.

The total payment will be made in three installments, and each installment will be paid after completion of above said each schedule @ 30%, 40% and 30% respectively. The agency is required to submit periodic reports to the CEO, as per above schedule. The schedule can be changed on request by PCCF (HoFF). The agency shall make presentation of the work carried out and periodic reports to the Haryana CAMPA, State Authority on dates fixed by CEO.

78  
17

All payments shall be made in Indian Rupees only and in form of Banker's Cheque or crossed Demand Draft in favor of the agency or online transfer (RTGS/NEFT).

## 17. Evaluation of Proposals

The PCCF (HoFF), Haryana will constitute a committee to evaluate the proposals received from bidders. During evaluation of the proposals, the committee may, at its discretion, ask the bidders for clarification on their proposals. However, such clarification would not affect any change in the substance of the proposal.

The process and criteria to evaluate proposals is given below:-

### a) Evaluation of Pre-qualification criteria

*Confirmation to Pre-qualification criteria:* Proposals will be checked for conformance to the Pre-qualification criteria stated in the tender. Data provided in the format will be cross-verified with attached documents, wherever attached as laid down in the tender document. Non-conforming proposals will be rejected.

### b) Scoring of Technical Proposal

Technical proposals will be opened only for those bidders who qualify in the preliminary pre-qualification criterion scrutiny.

Technical proposals of shortlisted bidders would be evaluated and scored on the basis of information provided and documents attached along with the bid. The technical bid will follow points-based evaluation whereby the third party will be evaluated on a 100- point scale. The evaluation under technical bid will be as per following criteria:

#### (i) Human resource requirement

The Agency should have following professionals/officials as per the qualification and experience indicated against their posts and these professionals/officials should be in the permanent employment of the agency at least since one year i.e. since 01.07.2020.

Sr. No.	Category of Resource Person	No. of Resource persons
1	Evaluation Expert cum Team leader	01
2	Statistics Expert	01
3	Forest/Environment Expert	03
4	Field Evaluators	06



(c) **Qualification:**

❖ **Evaluation Expert cum Team Leader**

- Relevant masters' degree with 8 years of professional experience in project planning management and monitoring and evaluation
- Experience of working on evaluation of forestry / wild life projects with state /central governments
- Demonstrable managerial skills, strong analytical and problem solving skills and good writing skills
- Responsible for overall management of the project, guiding the team in development of evaluation frameworks and carrying out evaluation process

❖ **Statistics Expert**

- Masters' degree in statistics / finance with 5 years of professional experience
- Knowledge of statistical modeling, sampling, data analysis, etc.
- Experience of working with state / central government
- Responsible for sampling, monitoring data collection and data analysis.

❖ **Forest/ Environment Expert**

- Post Graduate in Forestry/Science/Environment streams with 5 years of experience
- Experience in natural resource management/forest management/wildlife management
- Experience of working with state / central government

❖ **Field Evaluators**

- Graduate in Science.
- Have minimum experience of 6 months field evaluation.

18. **Criteria of Technical Bid**

Sr. No.	Evaluation Criteria	Scoring Methodology	Maximum Marks
<b>I.</b>	<b>Firms Experience</b>		<b>70</b>
1.1	Experience in Evaluation/Impact Assessment of Forestry/Environment/Climate change Projects at National Level	1 projects = 10 marks 7.5 marks for every additional project subject to maximum of 25 marks	25
1.2	Experience in Evaluation/Impact Assessment of Forestry Environment/Climate change Projects at State Level.	1 projects = 10 marks 5 marks for every additional project subject to maximum of 20 marks	20

1.3	Experience in Monitoring and Evaluation of works carried out by CAMPA/Forest Department at State level.	For each project 10 marks. Subject to maximum of 20 marks	20
1.4	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.	05
<b>2</b>	<b>Team Members</b>		<b>30</b>
2.1	Team Leader	5 marks for required experience; and 1 mark for every additional year of experience. Subject to maximum of 10 marks	10
2.2	Statistical Expert (1)	3 marks for required experience and one mark for every additional year of experience. Subject to maximum of 5 marks.	5
2.3	Forest/Environment Expert (3)	9 marks for required experience of 3 experts (3 marks each) and 1 mark for each additional year of experience for each expert. Subject to maximum of 6 Marks (2 marks per expert)	15
			100

Based on the above scoring scheme, the total points scored by the bidder out of a maximum of 100 points will be calculated.

Minimum 60 (Sixty) marks will be required to qualify in Technical Bid.

19. **Evaluation of Technical Proposal**

The technical bid will follow points-based evaluation whereby the bidder will score on a 100- point scale. Based on the scores obtained by the bidder in the technical bid, the bidder with a score of 60 points and above only will be eligible for financial bid. Technical score will carry weightage of 60%.

The Technical Bid score will be derived as: -

$St = (Sm/Sh)$  where

St=Technical Score

Sm = Total Technical marks of the bid under consideration

Sh = Highest Total Technical marks among all evaluated bids

20. **Evaluation of Financial Proposal**

Evaluation of the financial proposals submitted by bidders will be done only for those Technical proposals who have technically qualified as para 13 above.

The Financial Bid score will be derived as: -

$Sf = (Fl/F)$  where

Sf= Financial score

Fl = Value of the lowest commercial bid

F = value of the bid under consideration

$Ts = 60 * St + 40 * Sf$

s= Total of technical and financial score

21. **Scoring and Ranking of bids on the basis of Technical and Financial evaluation**

As described, the tender evaluation is based on a **Quality cum cost-based system (60:40)** where the Technical bid score will get a weightage of 60 and the financial bid score a weightage of 40.

Firm	Technical Score (St)	Financial Score (Sf)	Weightage Technical Score (St)	Weightage Financial Score (Sf)	Total Score (Ts)	Ranking
	A	B	A*70	B*30		

**Highest Ts will be rated as the best fit bid for selection.**

The evaluation will be performed considering that the Contract will be awarded to the bidder who has received the highest (Ts) scores in the combined technical and financial evaluation provided that such Bidder has been determined to accept all terms and conditions of the tender.

In case, if Two or more bidders received the same Ts (Total of technical and financial score), CEO, CAMPA (State Authority) shall identify the best fit Bidder based on following criteria: -

- a. The bidder with lowest financial quote shall be assigned the status of best fit Bidder.

- 99  
21
- b. If there is still more than one bidder with the same Ts and same financial quote then the bidder with higher average annual turnover figure for last three (03) years shall be assigned the status of best fit Bidder.
  - c. If there is still more than one bidder with the same Ts and same quote & same average annual turnover then the bidder with highest number of professionals/officials in last three (03) years shall be assigned the status of best fit Bidder (in such case CEO, CAMPA (State Authority) may ask for documentary evidences separately).

**22. Right to Accept / Reject Proposal**

Haryana CAMPA, State Authority reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability.

**23. Award of Contract**

On receiving concurrence and acceptance of proposal for awarding the contract, CEO will notify the successful bidder in writing of the acceptance of this proposal with a request to formally enter into an agreement with the Haryana CAMPA, State Authority by signing of a Contract. A copy of the proposed contract shall also be sent to the concerned agency along with the letter of acceptance. The successful bidder shall produce performance bank guarantee/Security Deposit amount equivalent to 10% of successful bid amount in the name of "Chief Executive Officer (CAMPA) with validity up to six months from the date of signing the agreement. CEO, on behalf of HFD will sign the contract as per the agreed format. After signing of the contract, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

**24. Confidentiality**

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the PCCF, the bidder and the personnel shall not at any time communicate to any person or entity any confidential information acquired during the course of the contract.

## **SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. Application**

These general conditions shall apply to the extent that provisions in other parts of the tender /contract do not supersede them. For interpretation of any clause in this tender document or contract, the interpretation of the PCCF shall be final and binding on the Bidders.

### **2. Relationship between the Parties**

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the 'Haryana CAMPA, State Authority' and 'bidder'. The bidder subject to this contract for hiring of services has complete charge of personnel and sub-bidder, if any, performing the services under the project. The bidders shall be fully responsible for the services performed by them or on their behalf hereunder as also for any liabilities arising out of their performance of services under this assignment.

### **3. Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to Haryana CAMPA, State Authority. The bidder shall always support and safeguard the legitimate interests of Haryana CAMPA, State Authority, in any dealings with an organization. The bidder shall abide by all the provisions / Acts / Rules etc. prevalent in the State. The bidder shall conform to the standards laid down in this tender document in totality.

### **4. Delivery and Documents**

As per the time schedule agreed between the parties for the work given to the hired bidders from time to time, the bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the prior written consent of PCCF disclose the contract to any person other than an entity employed by Haryana CAMPA, State Authority for the performance of the contract. In case of termination of the contract, all the documents used by bidder in the execution of project shall become property of the Haryana CAMPA, State Authority.

### **5. Change Orders**

PCCF may, at any time, before completion of work under the contract awarded to the successful bidders, change the work content by increasing / reducing the quantities of the services as mentioned in the contract agreement without creating any liabilities for compensation on any grounds, whatsoever due to this change. In such a case, the bidder will have to perform the service in the increased / decreased quantity at the same contract rates within the time stipulated for providing services.

### **6. Bidder Personnel**

The bidder shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specific project assigned by Haryana CAMPA, State Authority and as has been stipulated in this tender document. In case of emergent and unavoidable circumstances, the replacement provided by the bidder should be equally competent and eligible as the outgoing personnel.

107  
23

**7. Applicable Law**

Applicable law means the laws and any other instruments having the force of law in the UT of Jammu & Kashmir as they may be issued and be in force from time to time. The contract shall be interpreted in accordance with the laws of the Union of India and the UT of Jammu & Kashmir.

**8. Intellectual Property Rights**

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of any third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. Similarly, the Bidder shall not violate any Intellectual Property Right (IPR), patent, trademark or any other such right of any third party during the performance of this assignment. The IPRs related to this assignment will be held by the Haryana CAMPA, State Authority.

**9. Indemnity**

The bidder shall indemnify the Haryana CAMPA, State Authority from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, Haryana CAMPA, State Authority shall be defended in the defense of any proceedings which may be brought in that connection.

**10. Governing Language**

The contract shall be written only in English language.

**11. Assignments**

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the contract.

**12. Effectiveness, period and expiration of Contract**

The contract shall come into force and effect on the date of signing of the agreement. The period of contract will be determined in the contract. Unless terminated earlier, the contract shall expire on the date specified in the contract.

**13. Performance Assessment**

During the execution of the assignment, if any of the following problems are found, then a penalty of 2% of the Contract value for each fortnight delay in deliverables may be imposed by Haryana CAMPA, State Authority after providing opportunity to the hired agency to present its case:

- i. Quality of deliverable is not up to the mark (till the quality is improved to the required extent)
- ii. Delays in deliverables
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet the clients requirements
- vi. Inadequate interaction with the client department.
- vii. The work is either not complete or not completed satisfactorily within six months.

If the delay is beyond 3 months then the Haryana CAMPA, State Authority may terminate the agreement and shall be free to get it done from other agency at the risk and costs of the hired agency. Haryana CAMPA, State Authority may blacklist the concerned agency and debar the agency for applying for its future assignments also.

The PCCF would create suitable mechanism for evaluation of the work of the agency and assess the progress and achievement against the deliverables specified in the tender document of the assignment by the Monitoring Committee periodically.

#### **14. Liquidated Damages**

If any of the services performed by the bidder fail to conform to the specifications of the assignment or in the event of the failure of the assignment due to indifferent, non-supportive attitude of the bidder and Haryana CAMPA, State Authority decides to abort the agreement because of such failure, then a sum up to 20% of the value of the agreement shall be recovered as liquidated damages from the bidder. Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this tender to Haryana CAMPA, State Authority.

#### **15. Suspension**

Haryana CAMPA, State Authority may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this assignment including the carrying out of the services, provided that such notice of suspension-

- a. Shall specify the nature of failure.
- b. Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

#### **16. Termination**

Under this agreement, Haryana CAMPA, State Authority may, by written notice terminate the services of the bidder in the following ways-

- a. Termination by default for failing to perform obligations under the agreement or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- b. Termination for convenience in whole or in part thereof, at anytime.
- c. Termination for insolvency if the bidder becomes bankrupt or otherwise insolvent.

In all the three cases, termination shall be executed by giving written notice to the bidder. No consequential damages shall be payable to the bidder in the event of such termination.

#### **17. Force Majeure**

Notwithstanding anything contained in this tender document, the bidder shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The

103  
25

decision of the Haryana CAMPA, State Authority, regarding Force Majeure shall be final and binding on the bidder. If a Force Majeure situation arises, the bidder shall promptly notify the PCCF in writing, of such conditions and the cause thereof. Unless otherwise directed by the PCCF in writing, the bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance which are not prevented by the Force Majeure event.

#### **18. Resolution of Disputes**

In case dispute cannot be resolved amicably, PCCF HARYANA may appoint an Arbitrator to resolve the issue as per Arbitration & Conciliation Act 1996 whose decision shall be binding to both the parties.

#### **19. Taxes and Duties**

The bidder shall fully familiarize themselves about the applicable domestic taxes (such as VAT, Sales Tax, Service Tax, Income Tax, GST, duties, fees, levies etc.) on contract amount payable by Haryana CAMPA, State Authority under the agreement. The bidder shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

#### **20. Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the Courts in Panchkula.

#### **21. Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Agreement or specific conditions mentioned in this tender are met with regard to delivery of such notice, request or consent.



## SECTION IV: SCOPE OF WORK (SOW)

### 1. Background

This section deals with the scope of work for hiring of services of agency to evaluate and monitor CAMPA works implemented in the State of Haryana during the year 2020-21, as specified in this tender.

a)

Under CAMPA Compensatory Afforestation fund is used for plantation while money for Net Present Value is used for activities relating to conservation of forests and wildlife, development of infrastructures in these sectors and other related works. Under CAMPA, large-scale activities have been taken up to accelerate preservation of natural forests, management of wildlife, capacity building, research & development, infrastructure development in the sector and other allied works. The works under CAMPA has been carried out by 22 forest divisions falling under 4 Territorial Circles, Research and Seed Division, Publicity and Training Circle and Wildlife Wing of the department.

b)

Major activities include plantations under different models, conservation, protection and management of wildlife and its habitat within and outside Protected Areas, Research and Tree improvement, Soil and Water Conservation, development of infrastructures, demarcation and capacity building activities carried out under CAMPA during the year 2020-21. Works executed under CAMPA are located all over the State of Haryana, in all Forest Divisions, and may be seen at e-green watch portal of Govt. of India, Ministry of Environment, Forest & Climate Change <http://egreenwatch.nic.in>. The details of works executed under CAMPA in the State of Haryana can also be seen on the official website of Haryana Forest Department: <http://haryanaforest.gov.in>.

(c) The agency is required to deploy well qualified staff for carrying out physical inspection of works done in accordance with approved estimates, and assess quality, quantity and effectiveness of fencing, plantation, soil conservation and other works, and estimate survival percentage of plantation works, in a time bound manner.

(d) The technical proposal should contain detailed methodology for monitoring & evaluation within timeframe.

### 2. Role of Agency

The agency is expected to evaluate CAMPA works executed by Haryana CAMPA, State Authority in the State of Haryana.

The specific roles of the agency are the following:

1. For evaluation purpose, the sampling of CAMPA works for each component in each Forest Division will be such that at least 50% of the total number of the sites in each component will be selected randomly provided that at least 50% of the total work in each component is covered in the randomly selected 50% sites.
2. Collect data required from concerned Range Office, DFO, CF and CCF Office, or any other forest department office as per requirement of evaluation format.
3. Visit all concerned forest areas as per tender to physically verify and record CAMPA works in prescribed evaluation format. The sampling of CAMPA works will be 50% of each activity in each division in each year, or as prescribed in evaluation format supplied by Haryana

CAMPA, State Authority, whichever is higher.

4. Use suitable instruments like GPS, measuring tape, etc. to physically verify CAMPA works.
5. Interview concerned officials, like Forest Range officer, DCF, CF and CCF, or as per the needs of the project.
6. Prepare and submit periodical reports.
7. Evaluation deliverables consist of a comprehensive report after analyzing the data, along with relevant photographs, based on physical verification so that meaningful inferences can be drawn about the quality and quantity aspects of different categories of works executed under CAMPA during the year 2020-21.
8. Preliminary evaluation report should be made available to Haryana CAMPA, State Authority and a presentation is to be made as and when required before the PCCF/CEO, before submitting final report.
9. At least three photographs from different angles / views per site should be submitted in a Compact Disc(CD)/Pen drive.
10. Incorporate and revise the report based on comments received on draft report.
11. Complete all activities in the assignment within the time period as per MoU.
12. Four copies of preliminary report and ten copies of final report should be made available to Haryana CAMPA, State Authority.

**3. Role of Haryana CAMPA, State Authority**

Haryana CAMPA, State Authority intends to play the following role in relation to the hiring of reputed and qualified agency to evaluate CAMPA works:

1. Haryana CAMPA, State Authority will provide the necessary support to hired bidder in terms of providing information, plantation journals, maps, measurement books, and all relevant registers/ records pertaining to the CAMPA works. The travel and field support of personnel will not be provided by Haryana CAMPA, State Authority.
2. Haryana CAMPA, State Authority will monitor the work of the bidders and suggest changes and mid-course corrections, if required.
3. Haryana CAMPA, State Authority may verify the data collected by the bidder. For this purpose, it may specify a particular methodology for data collection.

## SECTION V: SAMPLE FORMATS

Haryana CAMPA, State Authority invites the proposals from bidders for evaluation of CAMPA activities, as listed in preceding sections. The hiring of agencies would be done by examining the pre-qualification proposal and technical proposals before opening the financial proposal. There would be following categories for submission of Formats:

- a. Pre-qualification and Technical proposal
- b. Financial proposal formats

*Note: Documents relating to pre-qualification criteria and Technical bid will be submitted together with "Technical bid"*

The following are the standard response formats to be used by the bidders:

Sr. No.	Form No.	Detail
1.	Form 1	Covering Letter for Hiring of services of agency
2.	Form 2	Pre-qualification criteria
3.	Form 3	Technical Bid
4.	Form 4	Financial bid

127  
29

## FORM 1 - Covering Letter for Hiring of Services of Third Party Agency

(On Bidder's letterhead)

Date:

Proposal Reference No.

To,

CEO, CAMPA

Haryana Forest Department, C-18, Sector-6,

Van Bhawan, Panchkula-134109.

**Sub: Proposal for 'Hiring of Third Party – CAMPA Evaluation'**

Sir,

1. Having examined the tender, we/I, the undersigned, offer to submit a Proposal for 'Hiring of Third Party Agency to carry out monitoring and evaluation of works undertaken during 2020-21 under Haryana CAMPA, State Authority, in full conformity with the said RFP.
2. We / I have read the provisions of tender and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, the pre-qualification, technical and financial proposal, the duly notarized written power of attorney (if applicable), and all attachments, for a period of 90 days from the date fixed for submission of proposals as stipulated in the tender document and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. Until the formal final contract is prepared and executed between us, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding contract between us.
5. We/I hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We/I understand you are not bound to accept any proposal you receive.
7. We/I confirm that our authorized representative has signed all pages of this TENDER as acceptance of all conditions of the TENDER document. All documents attached by us in our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. The Letter of Authorization (if applicable) is also attached herewith.
9. We / I undertake to engage eligible experts/ resource persons as mentioned in the proposal.

Dated this [date / month / year] Authorized Signatory (in full and initials): Name and designation of signatory:

Duly authorized to sign this Proposal for and on behalf of [name of bidder]  
Name and Address of Third party:

## FORM 2 - Pre-qualification Criteria

### Basic Information

Full name of organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Full address \_\_\_\_\_

Divisional \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_ Telephone / Mobile Nos. \_\_\_\_\_

\_\_\_\_\_ Fax no. \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

### Pre-qualification Criteria

Registration status of organization (tick and attach copy)

- Society registered under Societies Registration Act, 1860, or respective State Act ✓
- Trust registered under Indian Trusts Act, 1882, or respective State Act ✓
- Company registered under Companies Act, 2013 ✓
- University incorporated under State or Central Act ✓
- Autonomous body under central or state government ✓
- UN organization ✓
- Unregistered ✓

Date of registration / establishment \_\_\_\_\_

Provide annual turnover of organization and number of employees in the last three financial years.

Financial Year	Annual turnover	Total number of employees (Evaluation expert, statistics expert, forest/environment expert and field evaluators)

**Note:** An employee means an individual employed for minimum 150 days on payment basis in a Financial Year. The term 'employee' excludes the following: CEO, Director, Chief functionary, Governing board member, volunteers / unpaid staff.

The agency will attach copies of report of audited accounts of latest Financial Year mentioned above, first page of pass book of bank account held in name of the organization, and bank account statement of one full previous month, i.e. 1<sup>st</sup> to 31<sup>st</sup> of one month prior to date of issuance of RFP.

a. If accounts audited, tick in the box

b. If organization has a bank account, tick in the box

109  
21

The party will provide the following information in the table below:

Sr. No.	Information sought	Response
1.	Has any Ministry/ Department of Government of India/State Government blacklisted or placed the organization under funding restriction?	Yes / No
2.	Has the organization defaulted either in works or in financial progress in any of its works with any Government agency in last ten years or since inception, whichever is less?	Yes / No
3.	Has the CEO / Director / Members of the top management committee been convicted in any criminal case in any court of India?	Yes / No
Sr. No.	Information sought	Response
4.	Whether payment of EMD has been done through RTGS/NEFT?	Yes/No UTR No./Ref.No. Date: Amount:

Provide copy of work orders, abstract evaluation report and publications for four activities

Signature .....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

Date.....

Place.....

### FORM 3 – Technical Bid

Sr. No.	Evaluation Criteria	Documents/proof required
1.	Firms Experience	
1.1	Experience in Evaluation/Impact Assessment of Forestry/Environment/Climate Change Projects at National Level.	1. Detail of projects 2. Project period 3. Work order 4. Completion certificate 5. Achievement if any
1.2	Experience in Evaluation/Impact Assessment of Forestry/Environment/Climate Change Projects at State Level.	1. Detail of projects 2. Project period 3. Work order 4. Completion certificate 5. Achievement if any
1.3	Experience in Monitoring and Evaluation of works carried out by CAMPA/Forest Department at State level.	1. Detail of projects 2. Project period 3. Work order 4. Completion certificate 5. Achievement if any
1.4	Experience of working with evaluation projects involving GIS, remote sensing and other modern evaluation tools	1. Detail of projects 2. Project period 3. Work order 4. Completion certificate 5. Achievement if any
2	Team Members	
2.1	Team Leader	Self attested CV
2.2	Statistical Expert (1)	Self attested CV
2.3	Forest/Environment Expert(3)	Self attested CV

Kindly disclose any conflict of interest:

1. Is any Board member/staff of the organization related to Haryana CAMPA, STATE AUTHORITY ?

YES  No

2. Does any Board member/staff of the organization have personal or business affiliation with any Haryana CAMPA, State Authority employee?

Yes  No

#  
??

Signature .....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

Date .....

Place .....

*Confession Biblical Foundation?*



## FORM 4 – Financial Bid

### Instructions (read carefully):

1. The Bidders are required to submit their 'Financial bids' in the following format only.
2. The financial bid should be in Rupees chargeable per tender for carrying out all the activities as defined in the scope of work and other parts of the tender.
3. The Financial bid should be inclusive of the cost incurred on successfully and effectively conducting of any activity and material involved in the activity. Haryana CAMPA, State Authority will not bear any cost incurred over and above the amount mentioned in the financial bid.
4. Cost incurred by the bidder on his overheads and related expenditure would be deemed to have been included in the financial bid.
5. The Financial bid should be one figure inclusive of all applicable taxes, The Haryana CAMPA, State Authority will not be responsible for any liabilities related to this assignment of any nature except for payment of the figure quoted herein (after deductions like TDS, any penalties, etc.) if the bidder's proposal is accepted.

Amount in Figures	Amount in Words

Note: Details of breakup of cost estimates should be enclosed.

This amount is inclusive of all taxes, other liabilities and payments that may arise from time to time.

The bidder undertakes to claim no more than this amount as charges for providing services as listed out in this tender.

Signature .....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

Date .....

Place .....

143  
25

## Schedule 1 – Draft Memorandum of Understanding

1. This Memorandum of Understanding made this ..... day of ..... between..... (hereinafter called "The Agency", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators) of the one part and the Haryana Forest Department (herein after called "Haryana CAMPA, State Authority " which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
  2. Whereas the agency has agreed with the Haryana CAMPA, State Authority to provide required services set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and Memorandum of Understanding (contract) appended herewith and at the rates set forth in column 6 of form 4.
  3. Now these present witness:
    - a. In consideration of the payment to be made by the Haryana CAMPA, State Authority through at the rates set forth in the Schedule hereto appended, the agency will duly provide the said articles set forth in \_\_\_\_\_ and \_\_\_\_\_ thereof in the manner set forth in the conditions of the tender and contract.
    - b. The conditions of the tender and contract for open tender enclosed to the tender notice No. dated \_\_\_\_\_ and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
  4. The Haryana CAMPA, State Authority do hereby agree that if the approved bidder shall duly provide the services in the manner aforesaid observe and keep the said terms and conditions, the Haryana CAMPA, State Authority will through pay or cause to be paid to the agency at the time and the manner set forth in the said conditions, the amount payable for each and every payment milestone. The mode of Payment will be as specified in the tender.
  5. The delivery of services shall be effected and completed within the period agreed to as per the tender and the proposal submitted by the agency pursuant to this tender
  6. In case of extension in the delivery period of services with liquidated damages, the recovery shall be made in conformity with relevant provisions of this tender.
- Note: Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Haryana CAMPA, State Authority and the decision of the Haryana CAMPA, State Authority shall be final.

In witness whereof the parties hereto have set their hands on the ..... day of..... 2021.

Signature of the authorized  
representative of Agency

Name  
Designation

Signature for and on behalf of  
Haryana CAMPA, State Authority  
Name  
Designation: CEO, CAMPA

Witness No. 1  
Signature  
Name  
Designation

Witness No.2  
Signature  
Name  
Designation

**Schedule 2**

**Evaluation Formats of CAMPA Works**  
**Basic information for each site**

Sampling for each component of the work would be 50% of the total quantity of work and 100% enumeration will be carried out in each selected site.

The following format will be used by the agency to evaluate CAMPA works.

Name of plantation site

Division		Forest Range	
Forest Block		Forest Beat	
Compartment No./ Km./ RD		Legal status of site	
Location	Lat. - Long. -		
Name of Component		Physical Target/Numbers of plants planted per unit	
Year of Plantation/Activity		Whether plantation map prepared	
Area of Plantation/Activity recorded in Ha, or in other unit		Actual area using GPS of activity taken	
Name of Evaluator		Designation of Evaluator	
Dates of Evaluation			

### Schedule 3

#### Evaluation Formats of CAMPA Works

#### Quantitative Aspects

#### Physical Verification of Activities

(50% of works will be evaluated based on random selection)

#### I. A. Fencing (for each Plantation unit sampled)

Barbed wire Fence					
Barbed wire Fence Id / No.	Length in Measurement	Actual Length) in field	% variation	Present status -	Effectiveness of the Fence (V. effective / moderately effective / not effective)
	Book		(+/-)	Intact / Worn out	

Chain Link Fence					
Chain Link Fence Id / No.	Height X Length in Measurement	Actual Size (Height X Length) in field	% variation	Present status -	Effectiveness of the Fence (very effective/ moderately effective/not effective)
	Book		(+/-)	Intact / Worn out	

#### I. B. Plantation

Plot No.	GPS coordinates of the plantation	Species	Spacing of plantation (in mt.)	No. of Plants planted	Condition of plants		Avg. height of live plants (in cm.)
					No. of live plants	No. of dead plants	

**II. Soil and water conservation measures** (50% of such works will be evaluated based on random selection from Measurement Books)

<b>DRSM/Crate/WHS</b>			
<b>DRSM/Crate Id / No.</b>	<b>Size (Width * Depth * Length) in Measurement Book</b>	<b>Actual Size (Width * Depth * Length) in field</b>	<b>% Variation (+/-)</b>

**III. Wildlife Habitat Improvement**

<b>Wildlife Habitat Improvement</b>				
<b>Habitat development Id / No.</b>	<b>Area (Width * Length) In Measurement Book</b>	<b>Actual Size (Width * Length) in Field</b>	<b>% variation (+/-)</b>	<b>Remarks</b> Presence or indirect signs – pellet, dung, nests, sighting record of all works done in Wildlife Habitat Improvement

**IV. Civil Works**

<b>Building Works</b> (Office, Residential quarter, Barricade, Forest camp, Pump house. etc.)	
<b>Building Id</b>	

Site Location	Good / Fair / Poor
Serving the intended purpose	Good / Fair / Poor
Structurally sound and free of cracks	Good / Fair / Poor
Free of dampness and leakage	Good / Fair / Poor
Overall finish and look	Good / Fair / Poor

#### V. Equipments

Equipments and Vehicles status				
Sr. no.	Equipment	Total No. purchased	No. of Working units	No. of non-functional units
1	Computer			
2	GPS			
3	Lab Equipments			
4	Vehicle			
5	Other specify			
	<b>Total</b>			

Note:- This information needs to be collected at divisional office level only.

#### VI. Comments on the internal monitoring.

a. What kind of reporting mechanism is put in place? Whether reports are periodically / regularly submitted?

b. Internal monitoring comments.

#### VII. Whether the work site registered online at <http://egreenwatch.nic.in/>? (Yes / No)

#### VIII. Protection and maintenance of assets created.

The agency should analyze the kind of measures including watch and ward taken to protect the assets created under CAMPA. The quantity equality of such measures and their effectiveness to be brought out.

#### IX. Maintenance of records

- Nursery journal
- Plantation journal
- Measurement books

#### X. Programme constraints & Limitations

- Constraints / limitation / funds flow/
- Suggestion for management

### Schedule 4

#### Evaluation Formats of CAMPA Works

##### I. Maintenance of assets created

Sr. No.	Asset	Status (Well maintained / Not maintained)
1		
2		
3		
4		
5		
6		

##### II. Identification of approved site for plantation

Whether site selection for treatment was good?



**Schedule 5**

**Evaluation Formats of CAMPA Works**

**Critical Comments of Third Party**

**1. Project constraints/limitations**

What were the constraints /limitations faced by the project authority based on evaluator's?

Specify \_\_\_\_\_  
\_\_\_\_\_ )

**2. Suggestions for improvement**

Whether there is any scope of improving the project output?

Specify \_\_\_\_\_  
\_\_\_\_\_ )

Whether the project authorities have felt any need of improving upon any particular activity on methodology?

Specify \_\_\_\_\_  
\_\_\_\_\_ )

Whether the people of the project area feel any need to improve any particular aspects of the project?

Specify \_\_\_\_\_  
\_\_\_\_\_ )

Whether the project should be continued on the same lines or some modifications are necessary

Specify \_\_\_\_\_  
\_\_\_\_\_ )

Any other relevant recommendation

Specify \_\_\_\_\_

Name and Signature(s) of evaluator(s) - \_\_\_\_\_

12/1  
43

### Report – Executive Summary

- Background
- Programme title & objectives
- Programme components & description
- Items of work
- Programme implementing agencies & the hierarchy
- Project area, location
- Quantitative & qualitative analysis of work completed
- Achievements–Extent
- Summary of findings of evaluation with grading (The agency will provide clean, consistent & coherent justification in a concise manner for the grading of the work along with parameters identified for the same).

125  
45

**PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HARYANA**  
**FOREST DEPARTMENT, GOVERNMENT OF HARYANA**

C-18, VAN BHAWAN, SECTOR-6, PANCHKULA, TEL./FAX+91 1722563988, 2560118 E-mail: [papccf@gmail.com](mailto:papccf@gmail.com)

**ORDER**

The Monitoring and Evaluation of plantations and other activities done during the year 2020-21 by the State CAMPA Authority is to be got done by engaging reputed Organizations/Firms.

To evaluate the Technical and Financial bids submitted by the Organizations/Firms, a Committee is hereby constituted as below:-

- |    |  |   |          |
|----|--|---|----------|
| 1. | Sh. Vinod Kumar, IFS, APCCF (Admn.)            | - | Chairman |
| 2. | Sh. K.C. Meena, IFS, APCCF (Budget & Planning) | - | Member   |
| 3. | Sh. Atul Sirsikar, IFS, Joint CEO, CAMPA       | - | Member   |

*Vatanwar 15.6.2021*  
PCCF & HoFF-cum-Chairman,  
Executive Committee (State Authority),  
Haryana, Panchkula.

Endst. No. 389-91

Dated:- 18/06/2021

A copy is forwarded to the following for information and necessary action.

1. CEO, CAMPA (State Authority), Haryana, Panchkula.
2. All concerned Officers of the Committee as per above.

*Vatanwar 15.6.2021*  
PCCF & HoFF-cum-Chairman,  
Executive Committee (State Authority),  
Haryana, Panchkula.