

**WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION PROJECT  
OFFICE OF THE DIVISIONAL MANAGEMENT UNIT  
WILDLIFE-III DMU, JALDAPARA WILDLIFE DIVISION, COOCH BEHAR**

**Selection of *bonafide* Non-government Organisations/Firms/ Institutions/Agencies/ Companies, including consortiums and partnership firms to undertake facilitation of various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs at the Forest Division Level in Wildlife-III D.M.U( Jaldapara Wildlife Division).**

**Tender Notice No. WBFOR/JWD/NIT16(e)/2018-19**

**OFFICE OF THE DIVISIONAL MANAGEMENT UNIT  
JALDAPARA WILDLIFE DIVISION**

**NIT NO: - NIT16(e)**

**Memo No: 1505/JICA/2-5/e-2/18-19 dt. 27-07-2018**

**DECLARATION OF INTENT:**

The West Bengal Forest and Biodiversity Conservation Society (WBFBCS), a registered society constituted under the aegis of Government of West Bengal, is implementing the West Bengal Forest and Biodiversity Conservation Project (WBFBCP). Wildlife-III Divisional Management Unit (DMU) on behalf of the Society, intends to engage NGOs/Development Agencies to undertake facilitation of various activities under Community Development Component of the WBFBCP through Forest Protection Committee (FPCs)/Eco Development Committee (EDCs)/ Self Help Group (SHGs) in Jaldapara East, Jaldapara West, Jaldapara North, Chilapata, Kodalbasti, Madarihat, Cooch Behar-I, Pundibari & Mathabhanga Field Management Unit (FMU) (a cluster of 28 FPCs/EDCs) Wildlife-III DMU (Jaldapara Wildlife Division). NIT are therefore invited from bonafide Non-government Organisations/Firms/Institutions/Agencies/ Companies, including consortiums and partnership firms, hereinafter referred to as "Bidder", having requisite credential and financial capability for execution of works of similar nature.

**1. IMPORTANT POINTS OF REFERENCE:**

Tender Inviting Authority	Head, Wildlife-III DMU, West Bengal Forest & Biodiversity Conservation Project or his authorised representative
Name of the Work	To facilitate various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs in Jaldapara East, Jaldapara West, Jaldapara North, Chilapata, Kodalbasti, Madarihat, Cooch Behar-I, Pundibari & Mathabhanga Field Management Unit FMU (28 EDC/FPCs) Wildlife-III DMU (Jaldapara Wildlife Division)
Tender Notice No.	WBFOR/JWD/NIT16(e)/2018-19
Date of uploading of NIT & other documents (online) (Publishing date)	27-07-2018 at 2:00 PM
Documents download / start date (online)	27-07-2018 at 2:00 PM
Bid submission closing date (online)	17-08-2018 upto 2 PM
Last date of submission of original copies for the cost of Tender documents and earnest money deposit (offline)	17-08-2018 upto 2:00 PM
Bid opening date for technical proposals (online)	21-08-2018 at 2:00 PM
Place of opening of Bids	Divisional Forest Office, Jaldapara Wildlife Division
Appellate Authority	The Chief Conservator of Forests, Wildlife North, West Bengal

## 2. Scope of Work:

- a. To identify and/or select 2-5 nos. Self Help Group (SHG) from within Project FPC/EDC of the DMU through suitable field surveys.
- b. To facilitate various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs spread over the area as referred in T.O.R. including group management (cluster of FPCs/EDCs & selected SHGs).
- c. To assess needs and plan for training and capacity building including microfinance management, promotion of income generation activities, participatory implementation of community/infrastructure development initiatives to be carried out under the project. The assessment has to be done through direct field surveys.
- d. To take and ensure initiative for skill upgradation of Extension Workers to be engaged from time to time, creating convergence with Government initiatives, monitoring and reporting of community development activities under the Project, ensuring sustainability of community institutions as detailed in **Annexure 1A & 1B (TOR)**.

### 3.1 Coverage for Undertaking Facilitation of Community Development Task:

A total of 23 Forest Protection Committees (FPCs/EDCs) of Jaldapara East, Jaldapara West, Jaldapara North, Chilapata, Kodalbasti, Madarihath, Cooch Behar-I, Pundibari & Mathabhanga FMU have been targeted under the Project for implementation of community development activities. **The selected FPCs / EDCs have been grouped into cluster of approx. 5 each. The cluster-wise list of FPCs or EDCs is given in Annexure 1D.** The Project intends to work with 01 to 02 SHGs per FPC /EDC. The Project shall support each FPC/ EDC with a revolving credit fund of Rs. 1,25,000/- which would be used by the selected SHGs operating within the FPC/ EDC area to start small income generation activities (IGAs). The Project shall create opportunities for capacity building of SHGs for institution building and enterprise development.

### 3.2 Cluster Selection:

Intending bidder has to select the clusters (each cluster has approx. 5 FPCs / EDCs) of FPCs / EDCs he wants to bid for. Provided that the total quote will depend on the total number of FPCs / EDCs within the cluster selected by the bidder.

**3.3 Duration of Assignment:** Duration of the assignment will be for a period of three years from the date of initiation of the assignment. Provided that the rate to be quoted per year per FPC should be uniform throughout the period of assignment and no yearly escalation will be considered.

**4.1.** The Tender Document can be downloaded from the Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

**4.1.1 Due date and Time :** As per Item No. 1

**4.2.** The Tender Inviting Authority may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum will be uploaded in the Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

### 4.3. Eligibility Criteria

**4.3.1** The prospective bidder should have experience of implementation of similar type of work.

**4.3.2. The bidder should have Head Office in the District or adjoining Districts**

***The prospective bidder should annex the relevant credentials to justify its eligibility.***

### 4.4 Submission of Tender—Two Envelope System

Submission of bids has to follow two- envelope system. The bid will comprise two parts – Technical and Financial – to be submitted in two separate sealed envelopes and put in a sealed cover, as described in para 4.1.1, and 4.4.1, 4.4.2 below.

#### 4.4.1 Technical Bid

##### A. Technical Sub-folder 1 containing,

- i. Copy of Income Tax PAN Card valid up to the date of opening of the tenders.
- ii. IT Return Acknowledgement Receipt for Financial Year 2015-16 (A.Y 2016-17)

- iii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded or collected from the office of the Jaldapara Wildlife Divisional Forest Office and then submitted and signed (to be submitted in “the Sub Folder-1” )
- iv. Earnest Money Deposit (EMD) - Scanned copy of Demand Draft (DD) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata.
- v. Scanned copy of Trade licence, Registered partnership deed of Partnership firm / Consortiums if applicable (to be uploaded).
- vi. Scanned copy of Society Registration, Audited report, Registration Certificate of Society (to be uploaded).
- vii. Certified audit report for the Financial Years 2013-14, 2014-15, 2015-16. The report should reflect the Annual Turnover for these three Financial Years (to be uploaded).

**B. Technical Sub-folder 2 containing,**

- i. Application for Tender - (Vide FORM-1) (to be uploaded)
- ii. Average annual turnover from contracting business- Scanned copy of Summary statement of annual turnover from contracting business for a period of last three Financial Years, i.e., 2012-13, 2013-14, 2014-15, (Vide FORM-2) (to be uploaded).
- iii. Declaration of not having common interest in the same serial- (Vide FORM-3) (to be uploaded)
- iv. Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also. Completion Certificate from the concerned authority of the projects / works, which is applicable for eligibility in this bid (to be uploaded).
- v. Consultant’s Organization and Experience (FORM 5) (to be uploaded)
- vi. Description of Approach, Methodology and Work Plan for Performing the Assignment (FORM 6) (to be uploaded)
- vii. Curriculum Vitae (CV) for Proposed Team (FORM7) (to be uploaded)

**4.4.2 Financial Bid**

**a. Financial Proposal**

The financial proposal should contain the following document in one cover (to be uploaded) in Annexure- 1C.

**Financial Rate Quote:** The intending bidder should quote the rate in the space marked for quoting rate in Annexure –1C. The rate, i.e., rates **to undertake facilitation of various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs at the Forest Division Level in Wildlife-III D.M.U (Jaldapara Wildlife Division) for cluster of FPC/EDC.** The rate should be quoted inclusive of Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess, as may be applicable. (for which Services is intended to be provided).

**Estimated Rate:** The Estimated Rate is Rs 20,000/- (Rupees Twenty Thousand) only per year per FPC/EDC for providing service till the completion of assignment.

**b. Submission of Earnest Money Deposit**

Earnest Money Deposit (EMD) is Rs. 11,200/- (Rupees Ten Thousand) only.

**Mode of Payment:**

1. One Demand Draft or Banker’s Cheque amounting Rs. 11,200/- (Rupees Ten Thousand) towards Earnest Money Deposit (EMD) should be submitted on or before 14:00 hrs of 17-08-2018.
2. The Demand Draft or Banker’s Cheque should be drawn in favour of the **Wildlife-III DMU.**
3. Demand Draft or Banker’s Cheque may be drawn on any scheduled Bank of India. Payment in any other form e.g., NSC, KVP etc will not be accepted.

**c. The Financial Bid format is given in Annexure –1C**

**d. The Financial Bid as prescribed in the Tender (Annexure –I ) should be filled up and sealed along with enclosures in a separate cover super-scribed as “Financial Bid - Tender for “Facilitation of various activities under Community Development Component of the WBFBCP ” – “Tender Notice No. “WBFOR/JWD/NIT16(e)/2018-19” .**

**e. The address of the bidder should be clearly written on the cover.**

#### **4.4.3 Outer Cover**

Both the sealed Technical Bid cover and sealed Financial Bid cover should be put in a single outer cover, which should be sealed and super-scribed as **“Facilitation of various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs at the Forest Division Level in Wildlife-III D.M.U (Jaldapara Wildlife Division).”**

Tender Notice No. **“WBFOR/JWD/NIT16(e)/2018-19”**

The outer cover should be sealed and should contain the following documents:

- a. The present Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. Covering letter of the proposal, to be signed with the Bidder’s name and by a representative of the Bidder who is authorized to commit and sign for the bidder on contractual obligations.
- c. Technical Bid as specified in the 4.4.1 of this Tender.
- d. Financial Bid as specified in section 4.4.2 of this Tender and as per Annexure I.
- e. Any other information that is required to be submitted in the proposal process

*Note: The address of the bidder should be clearly written in the cover. The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will be summarily rejected.*

#### **5. Period of Validity of Proposals**

The offer submitted by the bidder shall be valid till the completion of the assignment.

#### **6. Late Proposals**

Any proposal received at the office designated in this Tender document, after the specified time for receipt of the same will not be considered.

#### **7. Right to Terminate the Process**

The right of final acceptance of the tender is entirely vested with the appropriate authority in the West Bengal Forest and Biodiversity Conservation Society, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.

#### **8. Bid Opening**

The tenders will be received up to **14:00 hrs, of 17-08-2018**. The Technical Bids will be opened **at 14:00 hrs of 21-08-2018** by the officer authorized by the Head, Wildlife-III DMU in his office, in presence of participating Bidders or their authorized representatives, who may be present at the time of opening.

**8.1.** The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of technically qualified bidders will be prepared by the Head, Wildlife-III DMU and displayed on the Notice Board of the office of the Head, Wildlife-III DMU, at Nilkuthi, P.O. & Dist. Cooch Behar - 736101 **21-08-2018 by 16.30 hrs.**

#### **9. Tender Rejection Criteria**

Following are the tender rejection criteria:-

- 9.1.** The Technical Bid not containing EMD will be summarily rejected.
- 9.2.** Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.
- 9.3.** Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- 9.4.** Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, the Tender Inviting Authority reserves the right to reject any or all the tenders without assigning any reason whatsoever.

9.5. Tenders submitted without the enclosures to prove the bidder's experience will be liable for rejection.

9.6. Tenders submitted without financial statements of the bidder are liable for rejection.

9.7. In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this tender document, the tenders are liable for rejection.

9.8. Incomplete bid documents, and bid documents submitted unsealed will be treated as non-responsive offer and the tender is liable for rejection.

## 10. BID EVALUATION PROCESS

The detail of the process is described below and selection will be made on QCBS method.

### 10.1 Evaluation of Technical bids

The Technical Bid will be examined by a Technical Committee to be constituted by the Head, Wildlife-III DMU, on the basis of the evaluation criteria and the points system specified in the Tender.

10.2 The details provided in the Technical Bid will be taken as reference for evaluation.

### 10.3 Technical Bid Evaluation Criteria:

Evaluation Criteria	Marks
Experience in the field of similar assignments	30
Manpower resources for doing the job	20
Technical approach, methodology, work plan & flowchart of application for providing technical support for the smooth functioning of FMIS.	50
<b>Total</b>	<b>100</b>

10.3.1 The Technical Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. **However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.**

10.3.2 Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points.

**10.3.3 The bidders, who get a Technical score of 60 or above, will qualify for the evaluation in the financial process.**

## 11. Evaluation of Financial bid

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

a. The total Financial score for evaluation of financial bids is 100.

b. The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest Value (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest percentage of the project value as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is 200 and that of L2 is 400, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(\frac{200}{400}) \times 100 = 50$  points.

### 11.1 Ranking of the bidders

Being QCBS, the ranking of bidders will be done on 80:20 = Technical: Financial as follows:

**Total Score Secured = 80% of Technical score + 20% of Financial score**

The bidder securing the highest total score will be ranked 1<sup>st</sup> and will be selected for the assignment. The summary result sheet will be published in Notice Board of the Head Wildlife-III DMU.

## **12. AWARD OF CONTRACT**

### **12.1 Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Head, Wildlife-III DMU.

### **12.2 Signing of Contract**

The successful bidder should execute an agreement for the fulfilment of the contract with the Head, Wildlife-III DMU within 7 days from the date of receipt of the Letter of acceptance issued by the PMU. If the same is not executed within 7 days, the tender will be held as non-responsive bidder.

### **12.3 Issue of Work Order**

After the execution of the agreements specified in the tender document, the Head, Wildlife-III DMU will issue the formal Work Order to the successful bidder.

### **12.5 Execution of Work Order**

The successful bidder should nominate and intimate to the Head, Wildlife-III DMU the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

### **12.6 Assigning of Tender whole or in part**

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

### **12.7 Submission of Deliverables**

The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document. If the delivery is not affected as per agreement, the Head Wildlife-III DMU shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

#### **12.7.1. Payment Schedule**

Payment will be released for the completed assignment as per TOR.

### **12.8 Termination of Services**

The Head, Wildlife-III DMU reserves the right to terminate the services of the firm, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

### **12.9 . RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):**

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Head, Wildlife-III DMU** giving the reference to the work, Tender Notice No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all bidders other than the successful bidder in each case may be refunded, after expiry of seven days from the date of issue of work order to the successful bidder. The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

### **12.10. Force Majeure**

The AGENCY appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Society, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

## **13. DELIVERABLES:**

The following Reports / Documents should be submitted to the respective Division Management Units (DMUs):

<b>Deliverable</b>	<b>Submission Date</b>
Inception Report	Within 3 weeks after signing of the contract
Quarterly Plan	Within a week before starting of the quarter
Quarterly Progress Report	Within a week after completion of the quarter
Annual Report	Within 2 weeks after completion of the year
Final/Project Completion Report	Within 3 weeks after completion of the project

#### **14. OTHER TERMS AND CONDITIONS**

a. During the execution of the assignment, the Head, Wildlife-III DMU reserves the right to issue advice and direction to the implementing firm or request additional information or clarification from the firm. While such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the implementing firm.

b. All supporting materials (including all data, material, and documentation originated and prepared for the DMU pursuant to this Tender Notice, and including correspondence relating to this Tender Notice) shall, upon delivery to the DMU become the property of the DMU.

c. The bids should be submitted neatly and all corrections, over-typing should be attested with seal.

d. The DMU reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the West Bengal Forest and Biodiversity Conservation Society for good and sufficient reasons.

e. In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.

#### **15. Schedule of Dates for Tendering**

<b>Sl no</b>	<b>Activity</b>	<b>Date</b>
<b>1.</b>	<b><i>Publishing Date</i></b>	<b><i>27-07-2018</i></b>
<b>2.</b>	<b><i>Bid submission start date</i></b>	<b><i>27-07-2018</i></b>
<b>3.</b>	<b><i>Last date of submission of queries if any</i></b>	<b><i>09-08-2018</i></b>
<b>4.</b>	<b><i>Bid submission end date</i></b>	<b><i>17-08-2018</i></b>
<b>5.</b>	<b><i>EMD physical submission end date</i></b>	<b><i>17-08-2018</i></b>
<b>6.</b>	<b><i>Technical Bid opening date</i></b>	<b><i>21-08-2018</i></b>
<b>7.</b>	<b><i>Financial Bid opening date</i></b>	<b><i>21-08-2018</i></b>
<b>8.</b>	<b><i>Declaration of the Successful Bidder</i></b>	<b><i>21-08-2018</i></b>

**Head  
Wildlife-III DMU**

Copy forwarded for kind information to the:-

- 1) Chief Project Director, West Bengal Forest and Biodiversity Conservation Project.
- 2) Chief Conservator of Forest, Wildlife North, West Bengal.

**Head  
Wildlife-III DMU**



**FORM-1**

**APPLICATION FOR TENDER**

**To  
Head,  
Wildlife-III DMU  
West Bengal Forest & Biodiversity Conservation Project  
West Bengal**

**NIT No : WBFOR/JWD/NIT16(e)/2018-19  
Project Name : Community Development & Income Generation Activities under WBFBC  
Project**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Full name of applicant : \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of : \_\_\_\_\_  
Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:

Telephone no(s) (office) : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No : \_\_\_\_\_

e mail ID : \_\_\_\_\_

**FORM-2**

**Certificate regarding Summary Statement of Yearly Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of .....  
.....  
for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1	2012-2013		
2	2013-2014		
3	2014-2015		
Total			

Average Turnover: In Rs

**Note:**

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.

Date:

Signature of the bidder

**FORM-3**

**Declaration against Common Interest**

I/We, Shri/Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of the member of \_\_\_\_\_ bidding against NIT No \_\_\_\_\_ Sl. No \_\_\_\_\_ do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:

.....  
Signature of bidder

**FORM- 4**

**STATEMENT OF COMPLETION OF SIMILAR WORKS**

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Total Value of Project for which Community Development Work was completed	Whether Completion Certificate has been received (Yes /No)
	Name of Organization	Nature of Organization (Govt./ Semi-Govt./ Pvt/ Others)				

**Note: The Work Order and Completion Certificate for each of the similar works enlisted here should be annexed.**

Date:

Signature of Bidder

## FORM 5

Consultant's Organization and Experience

### A. Consultants Organization

[Provide here a brief description (**not more than 2 pages**) of the organization of the Consultant and, if applicable, each joint venture partner for this assignment.

The following information should be clearly mentioned for the purpose of evaluation:

- 1) Date of establishment
- 2) Office in Kolkata (HQ / Regional Office etc.)
- 3) Offices in District HQ in West Bengal, if any
- 4) Numbers of Permanent staff (Management/ Administration/ Finance /Technical)]

### B. Consultants Experience

[Using the format below, provide information on each assignment for which your firm and each joint venture partner for this assignment, was legally contracted either individually as a corporate entity or as a lead firm or one of partners within a joint venture, for carrying out consulting services similar to the ones requested under this assignment. Similar services may include facilitation of community development work through community based organizations in any district in West Bengal or in any project in any district of West Bengal.

Arrange assignments with the newest first. Use **not more than 5 pages.**]

1. Assignment name:
2. Name of Client:
3. Location: (Country/ State/ District):
4. Duration of assignment (months):
5. Start date (month/year):
6. Completion date (month/year):
7. Approx. value of the contract (in INR):
8. Approx. value of the services provided by your firm under the contract (in INR):
9. Name of joint venture partner or sub-Consultants, if any:
10. Name of senior regular full-time employees of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
11. Narrative description of Project:
12. Description of actual services provided in the assignment:  
[May annex copy of Job Completion Certificate/ Work Order]

Date:

Signature of Bidder

## FORM 6

### Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present their Technical Proposal **(not more than 4 pages, inclusive of charts and diagrams)** divided into the following **two** sections:

- (a) Technical Approach and Methodology,
- (b) Work Plan

**a) Technical Approach and Methodology:** In this section the bidder should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The bidder should highlight the problems being addressed and their importance, and explain the technical approach he would adopt to address them. He should also explain the methodologies he proposes to adopt and highlight the compatibility of those methodologies with the proposed approach.

**b) Work Plan:** In this section the bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

Date:

Signature of Bidder

**CURRICULUM VITAE OF PROPOSED TEAM.**

**FORM 7**

<b>Position Assigned</b>	<b>Full time / Part Time</b>	<b>Family Name, First Name</b>	<b>Area of Expertise</b>	<b>Task Assigned</b>	<b>Nationality</b>	<b>Education / Degree (Year / Institution)</b>	<b>No. of years of relevant project experience</b>
District Coordinator							
MIS & Documentation Expert							
Cluster Coordinators							
1							
2							
3							
4							

Date:

Signature of Bidder

## ANNEXURE-1A:

### **TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF DIVISION LEVEL AGENCY**

#### **1. Background**

Japan International Cooperation Agency (JICA) is providing financial assistance to the West Bengal Forest Department to implement West Bengal Forest and Biodiversity Conservation Project (WBFBCP). The project has been designed to improve forest ecosystem and conserve biodiversity by undertaking afforestation, regeneration and wildlife management activities through Joint Forest Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonized socio-economic development of the state.

The project will be implemented in 8 years duration, starting from 2012-13 to 2019-20 to ensure that capacities of stakeholders is built and the activities are implemented in sustainable manner. The project implementation is divided into 3 phases; Preparatory Phase of 2 years (2012-13 to 2013-14) followed by Implementation Phase of 4 Years (2014-15 to 2017-18) and Consolidation (Closing) Phase of 2 Years (2018-19 to 2019-20).

Community Development component is indispensable component of the Project in order to achieve the Project purpose through the Joint Forest Management (JFM) approach. The Project aims at strengthening JFM movement to enable Joint Forest Management Committees (JFMCs) to improve their level of performance by involving their communities not only in afforestation / reforestation activities but also creating an environment of trust and confidence between them and forest personnel on the frontline. Moreover, community assets inputs can create immediate interest of the people to participate in the project activities. Most of project activities at the village level shall be undertaken in JFM mode. These activities shall be started with Community Mobilization. Project activities shall be undertaken by following peoples' bodies:

- Forest Protection Committees (FPCs)
- Eco Development Committees (EDCs)
- Self-Help Groups (SHGs)

**576 Forest Protection Committees (FPCs) and 24 Eco Development Committees (EDCs)** shall be targeted by the Project for implementation of forestry development, biodiversity conservation and community development activities. The Project intends to work with 1200 – 1500 SHGs distributed across 600 FPCs and EDCs. The Project shall support each FPC/ EDC with a revolving credit fund of Rs. 100,000, which would be used by the SHGs operating within the FPC/ EDC area to start small income generation activities (IGAs). The Project shall create opportunities for capacity building of SHGs for institution building and enterprise development.

FPCs/EDCs shall be empowered to undertake project activities and shall be trained to manage funds in an efficient and transparent manner. Funds shall be transferred to FPC/EDC in a phased manner by



DMU on the basis of their approved micro plan. The accounts of FPC/EDC shall be audited on an annual basis.

## 2. Purpose of the Assignment

The project envisages active involvement of division level agencies/ Non-Governmental Organizations (NGOs) in the field of community mobilization & development. It is intended to hire the services of a district level specialized agency to undertake facilitation of various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs. The specific objectives of the assignment include;

- To assist Division Management Units (DMUs) and Field Management Units (FMUs) in creation of sustainable SHGs through selection/formation, capacity enhancement, establishing linkages with external nodal agencies, convergence with development initiatives and resource creation, etc.
- To assist DMUs and FMUs in increasing sustained earning of SHG members through effective micro-financing and income generation activities/micro-enterprises development.
- To Assist DMUs and FMUs in equipping FPCs/EDCs/SHGs with required capacities and operational mechanism for their effective participation in community/infrastructure development activities and managing funds.

## 3. Scope of Work- Roles and Responsibility of NGO/Agency

The detailed scope of work for the NGO/Agency includes;

### SHG Management

- To carryout Training Need Assessment exercise to identify specific training & capacity building needs of SHGs
- To develop training calendar for imparting training, orientation and **hand-holding** programmes
- To identify institutions and locations and organize exposure visits for the groups and institutions
- To identify and liaison with specialized local **Nodal Departments/Agencies/ Technical and Vocational Training Institutes** and relevant resource agencies for specific trainings
- To develop training material including modules/manuals in local language for effective delivery of inputs in consultation with the training institutes/agencies
- To develop and establish participatory and transparent operational management systems and procedures to enhance efficiency and effectiveness of SHGs/FPCs/EDCs through capacity building, handholding training & linkage with other agencies/authorities engaged in the field
- To facilitate the process of developing and establishing credible and multiple leadership & effective participation of group members in decision making and responsibility sharing in **SHGs/FPCs/EDCs**
- To hold several participatory consultation processes using PRA/PLA tools with different socio-economic and ethnic groups to ensure need based planning
- To carryout periodic performance assessment and grading of SHGs & to assess impacts of training and capacity building inputs for effective transformation of knowledge and skills

**Microfinance and Income Generation Activities (IGAs)**

- To facilitate identification of potential income generation activities on the basis of micro-plans, consultation process with SHG members, Capacity building Institutions and consultation with DMU/FMU staff
- To carryout feasibility and viability assessment of the identified IGAs
- To facilitate developing a feasible business plan for increasing profitability and reducing risks
- To establish linkages with financial institutions and rural banks for micro-finance support
- To facilitate developing norms for optimum production and quality control
- To explore forward linkages/value chain for SHG executed micro-enterprise, identify market avenues and develop suitable interface mechanism.
- To develop and execute monitoring of IGAs
- To explore possibility of up scaling and linkages with Micro Finance Institutions/Rural Banks
- To develop overall IGA/ Enterprise Development Strategy at district level
- To assist FPCs and EDCs in evaluation of the proposal of SHGs and release of revolving fund to SHGs for different IGA .

**Community/Infrastructure Development Initiatives**

- To assist DMUs/FMUs in monitoring the progress of community development activities Project
- To evolve/develop and establish participatory processes with regard to appraisal, analysis, planning, implementation, monitoring and impact assessment

**Convergence**

- To identify the potential interventions for creating convergence with other NGOs, line departments, training institutions along with miscellaneous organizations
- To assist in adequately orienting and sensitizing the other NGOs/ experts, functionaries of various line departments and independent agencies actively working in the project village for establishing effective inter-sectorial linkages.

**Sustainability**

- To assist in equipping the community institutions with required capacities, linkages and resources to ensure their sustainability
- To generate adequate skills in the community to realize and sustain the benefits of the project in their lives.

**Monitoring and Reporting**

- To develop an efficient monitoring framework for carrying out the tasks efficiently and effectively
- To assist to in maintaining a database on various interventions
- To follow prescribed monitoring and reporting system as per the norms of DMU/PMU
- To produce and submit monthly work plans and reports at DMU and FMU levels respectively
- To produce and submit quarterly and annual reports to DMU

#### 4. Project Area

The project area spread over Belacoba , Ambari, Targhera & Apalchand FMU (Range). A tentative number of FPCs/EDCs is presented in the table below.

S. No	FMU/Range	Name of FPCs/EDCs
1.	Jaldapara East	Dhoidhoighat, Munsipara, Sidhabari, Jaldapara North Jaldapara South
2.	Jaldapara North	Dhumchi Dangapara, Uttar Madarihat, Hasimara Dhumchi FV, Dhumchi Chapaguri
3.	Jaldapara West	Banshidharpur, Jogendra Nagar, Kalabari Mondalpara Moiradanga, Dakshin Satali
4.	Chilapata & Kodalbasti	Deodanga, Patkapara Baniakona, Kodalbasti, Mantharam Paschim Satali
5.	Madarihat	North Kalabari 2 No, North Kalabari 3 No, South Kalabari South Khairbari FV, SKB Purba Deogaon
6.	Cooch Behar-I Pundibari Mathabhanga	Rashikbill FV Singimari Pachunipar Tekonia B.Chhara
	Total	28 Nos.

#### Deliverables

The NGO is expected to submit following deliverables/ outputs to DMU as per the time schedule indicated in the following table.

- Inception Report
- Training Need Assessment Report along with list of Training Institutions/Agencies
- Training Calendar Plan
- Quarterly Progress Report
- Annual Report
- Final/Project Completion Report

Deliverable	Submission Date
Inception Report	Within 3-4 weeks after signing of the contract
Quarterly Plan	Within a week before starting of the quarter
Quarterly Progress Report	Within a week after completion of the quarter
Annual Report	Within 2 weeks after completion of the year
Final/Project Completion Report	Within 3 weeks after completion of the project

**Duration of Assignment:** Duration of the assignment will be for a period of three years from the date of initiation of the assignment. Provided that the rate to be quoted per year per FPC should be uniform throughout the period of assignment and no yearly escalation will be considered.

#### 5. Team qualifications and expected level of effort:

The specialization, qualification, expected level of effort desired of the key members of a multi-disciplinary team are indicated in table below:

**Table: Team Composition/Human Resource to be employed**

<b>Position</b>	<b>Experience</b>	<b>Role/Responsibility</b>
Cluster Coordinator	<ul style="list-style-type: none"> <li>Graduate in Development Studies/ Social Sciences</li> <li>Preferably 3 years of experience in Micro Finance, SHG Promotion, enterprise development and livelihood promotion activities</li> <li>Well conversant in Local language</li> </ul>	<ul style="list-style-type: none"> <li>To be responsible for overall support to the DMU and FMUs for planning and execution of IGA and community development activities.</li> <li>To ensure smooth coordination among the Field Staff (Cluster Coordinator/Field Facilitator) and FMU Staff.</li> <li>To ensure timely support/ services provided by the Field Staff to the FPCs, EDCs and SHGs for IGA.</li> <li>To ensure timely preparation of business plans by the SHGs and submission to FPC/ EDC and other agencies for financial support.</li> <li>To assist DMU in preparation of overall community development and IGA strategies.</li> <li>To assess the opportunities in the market and accordingly guide the SHGs in their IGAs.</li> <li>To help SHGs in linkages with the market for sale of their products.</li> <li>To help SHGs in establishing linkages with banks, other financial institutions, other Line Departments, Agencies etc. for financial and other supports.</li> <li>To establish linkages with different resource agencies and training institutions for organizing training for the SHGs.</li> <li>To participate in the planning and review meetings at the DMU and FMU level and whenever necessary at the PMU level too.</li> <li>To prepare periodical progress reports and submit them to DMU.</li> </ul>
Field Facilitator	<ul style="list-style-type: none"> <li>Secondary/Higher secondary passed</li> <li>Preferably 1 years of experience in micro finance, SHG Promotion, enterprise development and livelihood promotion activities in West Bengal</li> <li>Well conversant in</li> </ul>	<ul style="list-style-type: none"> <li>To assist in carrying out assessment of SHGs for training and micro finance support.</li> <li>To assist SHGs in preparation of business plan/ IGA Proposals.</li> <li>To assist FPCs and EDCs in evaluation of IGA Proposals of SHGs and facilitate negotiation between the FPC/ EDC and SHGs for release of revolving fund.</li> <li>To assist FPCs and EDCs in planning and management of revolving fund for IGA.</li> <li>To assist FPCs and EDCs in planning and implementation of different community development activities.</li> </ul>

	Local language	<ul style="list-style-type: none"> <li>• To assist FPCs and EDCs to prepare agreements/ MoU with SHGs for release of revolving fund.</li> <li>• To organize training and capacity building programmes for the SHGs in institution development, governance, enterprise management etc.</li> <li>• To monitor the progress of different IGAs undertaken by SHGs and also monitor the repayment of loan.</li> <li>• To prepare necessary progress reports on community development and IGA.</li> <li>• To coordinate with FMU and carry out activities under the guidance of Head, FMU.</li> <li>• To participate periodical planning and review meetings at the DMU and FMU level.</li> <li>• To participate in the meetings of concerned FPCs, EDCs and SHGs on community development and IGA.</li> </ul>
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#### **6. Performance Evaluation of Deliverables**

District Management Unit (DMU), West Bengal Forest and Biodiversity Conservation Project, would review the performance of the NGO and would provide acceptance to the outputs delivered as per the TOR. The progress of the facilitation of community development work will be monitored by the DMU officials and its field officers from time to time.

## **ANNEXURE 1B:**

### **Terms of Payment - Payment Schedule**

The Tender Inviting Authority shall pay to the successful bidder as remuneration for the services in stages as follows:

Payments eligible on a non-reimbursement basis shall be made at the end of every quarter, on effective and successful achievement of deliverables and non-deliverable by the agency as per the schedule of activities and targets decided in the Detailed Plan of Action submitted by the agency as follows:

At the end of 1st quarter every FY	: 20% of a contract amount payable in that FY
At the end of 2nd quarter every FY	: 20% of total contract amount payable in that FY
At the end of 3rd quarter every FY	: 30 % of total contract amount payable in that FY
At the end of 4th quarter every FY	: Remaining contract amount after adjusting any recovery/ excess payments made earlier.

Assessment of the works will be done by competent authority before payment is released.

The agency has to raise claim for the non-reimbursable payments at the end of every quarter to the DMU in the format prescribed by the DMU clearly specifying the achievements of the agency against the expected targets/works as mentioned in the approved Detailed Plan of Action

For reimbursable expenditure incurred by the agency, claim shall be raised by the agency along with original bills/receipts, at the end of every quarter and payments shall be arranged by the DMU after assessing and verifying the bills and receipt produced.

All Payments shall be made in Indian Rupees only and in form of A/c Payee or Demand Draft in favour of the agency.

**ANNEXURE 1C**

**Tender Inviting Authority- The, Head, Wildlife-III DMU**

**Nature of Work-** to undertake facilitation of various activities under Community Development Component of the WBFBCP through FPCs/EDCs/SHGs

**Contract No- - WBFOR/JWD/NIT16(e)/2018-19**

**Bidder Name:-**

**This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filing the relevant columns, else the Bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.**

SL. NO	Description of Work	Institutions to be facilitated	Unit	Estimated Rate (in Rs/ per FPCs/EDCs)/Year	Rate in figures To be entered by the Bidder (Rs/per FPC/EDC) Rate quoted must be inclusive of all taxes		Total Amt. for Three years duration	Remarks
					Figures	Words		
		<b>1</b>		<b>2</b>				
1.	Facilitation of community development work through FPCs/EDCs/SHGs with regard to; <ul style="list-style-type: none"> <li>• Group Management</li> <li>• Need Assessment and Planning</li> <li>• Capacitating Community Institutions for Efficient Functioning</li> <li>• Promotion of Income generation Activities</li> <li>• Community/Infrastructure Development Initiatives</li> <li>• Creating convergence with Government programmes</li> <li>• Ensuring sustainability of FPCs/EDCs/SHGs</li> <li>• Monitoring and Reporting</li> </ul>	FPCs/EDCs in the Forest Division covering 2 SHGs each	No of FPC/EDC	Rs. 20000/-				

## ANNEXURE 1D

### Cluster wise list of FPCs/EDCs

1. Name of Divisional Management Unit (DMU): Wildlife-III DMU.
2. HQ. of DMU: Jaldapara Wildlife Divisional Forest Office.
3. Total nos. of FPCs. 28 (Twenty Eight)
4. FPC cluster details

Sl.No.	Cluster No.	Name of FMU	Name of FPC/EDC	Remarks if any
1	1	Jaldapara East	Dhoidhoighat Munsipara Sidhabari Jaldapara North Jaldapara South	
2	2	Jaldapara North	Dhumchi Dangapara Uttar Madarihat Hasimara Dhumchi FV Dhumchi Chapaguri	
3	3	Jaldapara West	Banshidharpur Jogendra Nagar Kalabari Mondalpara Moiradanga Dakshin Satali	
4.	4	Chilapata & Kodalbasti	Deodanga Patkapara Baniakona Kodalbasti Mantharam Paschim Satali	
5.	5.	Madarihat	North Kalabari 2 No North Kalabari 3 No South Kalabari South Khairbari FV SKB Purba Deogaon	
6.	6.	Cooch Behar-I Pundibari Mathabhanga	Rashikbill FV Singimari Pachunipar Tekonia B.Chhara	