

**EVALUATION
OF
FOREST VILLAGE DEVELOPMENT SCHEME
IN NORTH BENGAL**

REQUEST FOR PROPOSAL

TENDER NOTICE NO. 01/09/FVD

**Directorate of Forests
Office of the Principal Chief Conservator of Forests,
West Bengal,
Aranya Bhawan,
LA-10A, Block III, Salt Lake, West Bengal
Kolkata 700 098
e-mail:pccfwb@vsnl.net**

www.westbengalforest.gov.in

1. TENDER NOTICE

The Forest Directorate, Government of West Bengal (hereinafter referred to as Directorate) intends to engage Consultant and invites sealed offers from bona fide agency/institution/consultant firm/university for the work of Evaluation of Forest Village Development Scheme in North Bengal. The important points of reference are given below :

Tender Inviting Authority	Directorate of Forests, Govt. of West Bengal
Name of the Work	Evaluation of Forest Village Development Scheme in North Bengal
Tender Notice No.	01/09/FVD
Start Date & Time for the Sale of Tender Documents	12 th October, 2009, 1200 hrs.
Last date & Time for Sale of Tender Documents	26 th October, 2009, 1200 hrs.
Cost of Tender Document	Rs500.00 (Rupees Five Hundred)
Date of Pre-Bid Conference	29 th October, 2009, 1530 hrs.
Last date and time for submission of Bids	9 th November, 2009, 1500 hrs.
Opening of Technical Proposal	11 th November, 2009, 1500 hrs.
Place of Opening of Technical Proposal	Aranya Bhavan, O/O PCCF, West Bengal
Evaluation of Technical Proposal	By 24 th November, 2009
Opening of Financial Proposal	27 th November, 2009, 1500 hrs,
Earnest Money Deposit (EMD)	Rs.5000.00 (Rupees Five Thousand)
Contact Persons and Designations	Shri S Barari, OSD Special Projects, Directorate of Forests, Govt. of West Bengal
Address and Telephone No. for Communication	Aranya Bhawan, LA-10A, Block III, Salt Lake, West Bengal, Kolkata 700098 Phone : (033) 2335 7751/ 8581
Other important points specified by the Tender Inviting Authority: 1. Detailed information is given in the Tender Document. 2. Tender Document may be obtained from the O/O PCCF, WB, Aranya Bhawan, LA-10A, Block III, Salt Lake, West Bengal, Kolkata 700098, or may be downloaded from the website www.westbengalforest.gov.in . 3. Two – Envelope bid System will be followed. Technical Bid will be followed by Financial Bid. 4. Financial Bids will be considered in respect of only those bidders who qualify in the Technical Bid. That is, Financial Bids of those who are found ineligible on examination of their technical Bids, will not be opened for consideration. 5.. Tender received after due date and time will be summarily rejected.	

2. TENDER DETAILS

2.1 Background of the Scheme

Forest villages are located within the Reserve Forest Area of North Bengal. Historically, these villages were founded in the British time by settling the villagers at suitable locations within the forest area, so that they could be engaged as forest labourers for plantation works, since forest labourers were not easily available those days.

Until recently, the development schemes which are normally implemented in revenue villages through the district administration did not cover the forest villages. The development works that the Forest Department with its limited resources can take up in these villages are inadequate and cannot fulfill their requirements. Thus with a view to boosting socio-economic conditions in the Forest Villages of North Bengal, the Forest Village Development (FVD) Scheme was launched in 2006-07 as a Centrally Sponsored Scheme under the Ministry of Tribal Affairs, GoI.

In the first phase of the scheme, spanning 2006-07 to 2008-09, the sanctioned project outlay was Rs. 28.03 crores with a target of 170 forest villages of North Bengal, under 11 Forest Development Agencies. The estimated beneficiary under the scheme is about 45000 forest villagers. The activity under the FVD Scheme is expected to raise the Human Development Index of the forest villagers. Therefore an exercise to assess the performance of the first phase of the scheme, specially its socio-economic impact has become necessary.

Some broad information of the Scheme is given below.

Project Outlay: Rs.28.03 crores

Project period: 2006-07 to 2008-09.

No of target villages: 170

Location of villages:

District	Forest Division	No of Villages	No of families (Recorded)
Darjeeling	Darjeeling, Wildlife I, Kurseong, Kalimpong	91	1854
Jalpaiguri	Baikunthapur, Jalpaiguri, Wildlife II, Buxa Tiger Reserve (E), Buxa Tiger Reserve (W)	64	3617
Cooch Behar	Cooch Behar, Cooch Behar Social Forestry	15	350

Target Activities:

Type of Activities	Major work items	Approx. expd till 2008-09 (Rs lacs)
Infrastructure Development	Construction/Repair of buildings, bridges, culverts, causeways, foot tracks; Electrification; Soil and moisture conservation; Furniture supply to schools etc	1522.81
Health and Sanitation	Drinking water supply; Sanitary latrines etc	341.00
Sustainable livelihood	Supply of agricultural implements, Sewing machines, Sal leaf plate making machines; Setting up of Apiary, Composting units, Goatery, Piggery, Duckery, Horticulture; Supply of LPG, Solar lights; Training etc	608.34
Primary education	School Building, Teachers Quarters etc	253.27

2.2 Tender Schedule

The following schedule will be followed during this tender process unless otherwise stated by Directorate.

S. No	Key Activities	Date	Time
1	Start date of Sale of Tender Documents	12 th October, 2009	1200 hours
2	Last date for Sale of Tender Documents	26 th October, 2009	1200 hours
3	Last date for submission of written questions by Bidders	26 th October, 2009	1600 hours
4	Pre-Bid Conference	29 th October, 2009	1530 hours
5	Directorate's response to Bidders Questions	By 3 rd November, 2009	
6	Last Date for submission of Proposals	9 th November, 2009	1500 hours
7	Date of Opening of Technical Proposals	11 th November, 2009	1500 hours
8	Evaluation of Technical Bids	By 24 th November, 2009	
9	Opening of Financial Bids	27 th November, 2009	1500 hours

2.3. Scope of Work

The consultant organization / agency will be required to accomplish the following works:-

1. To survey the forest villages covered under the scheme to collect ground level primary data and information as per the approved methodology
2. To prepare a **Pre-project Status Report** covering description and quantification, wherever applicable, in terms of **pre-specified socio-economic criteria and indicators**. These criteria and indicators will, inter alia, cover demographic features, physical community assets and infrastructure, land holding by individual and community, occupation /livelihood, income level, income from forestry activities, literacy, level of education, calorie intake, health care, sanitation, mortality etc. This report will serve as pre-project baseline data with reference to which impact of the Scheme will have to be assessed.
3. To prepare **Performance Report** of the scheme. This should include
 1. Physical Achievement based on field survey, giving, in respect of each target village, year wise and work-component wise achievement.
 2. Financial Achievement based on primary records, giving, in respect of each target village, year wise and work-component wise achievement.
 3. Consolidated Physical and Financial Achievements.
 4. Variation of Achievements with reference to targets, identification of villages where such variation has occurred, analyses of variation.
 5. Evaluation, separately for each village and in consolidated form, of parameters like income generation, man days generated, number of families benefited etc.
4. To prepare an **Impact Assessment Report** of the scheme based on **pre-specified socio-economic criteria and indicators**.

5. To prepare a **Report Suggesting Interventions** like restructuring/modification/ incorporation of items or works for improvement of the scheme, with reference to the evaluation of the impact of the first phase.

2.4. Methodology

2.4.1 The proposed survey and study will have to cover all the 170 villages.

2.4.2 It will be obligatory on the part of the prospective bidders to submit, as a part of Technical Bid, '**Proposed Methodology**'. The said '**Proposed Methodology**', inter alia, will lay down in details (a) human resources and manner of their deployment, that is strength and composition of **Project Team**, distribution of job responsibility, mode of coordination, (b) Time Schedule of Survey, Documentation, and preparation of Reports, (c) Mode of conducting Survey in each village in respect of assets and families, (d) socio-economic Criteria & Indicators to be adopted for preparation of the Reports mentioned in clause 2.3 above, (e) sample format /questionnaire to be used for survey and documentation, (f) comprehensive socio-economic development index, if any, to be used, and (g) facilities and inputs to be provided by Forest Directorate. The prospective bidders shall explain the '**Proposed Methodology**' during the **Presentation**, and such **Presentation** will be given due weightage in the evaluation of the technical bid.

2.4.3 The Directorate will reserve the right to effect corrections/adjustments in the Proposed Methodology in consultation with the concerned bidders. Such corrections/adjustments shall be binding upon the prospective consultants.

2.5. Deliverables

1. **Pre-project Status Report** as described in clause 2.3 above – **Report I**
2. **Performance Report** of the scheme, as described in clause 2.3 above – **Report II**
3. **Impact Assessment Report** of the scheme, as described in clause 2.3 above - **Report III**
4. **Report Suggesting Interventions**, as described in clause 2.3 above – **Report IV**

2.5.1. Conditions of submission of deliverables

Deliverables are to be submitted in two phases, as described below.

Phase I – Two hard copies and one soft copy of each report should be first submitted.

Within the time limit specified in table under clause 2.5.2, the Directorate will communicate its response regarding acceptance of the report in question, indicating, if considered necessary by the Directorate, corrections / suggestions to be incorporated.

Phase II - Within **7 days** of receipt of Directorate's Response, **20 hard copies and 2 soft copies** of the accepted report should be submitted after incorporating the corrections/suggestions.

2.5.2 Time Frame of Deliverables, Directorate's Response & Payment Schedule

Deliverables	Directorate's Response	Payment %
Pre-project Status Report – Report I - within 60 days from issue of work order	within 7 working days from receipt of Report I.	Nil

Submission of the accepted Report I - within 5 days of receipt of Directorate's Response		20% of the contract value
Performance Report of the scheme – Report II - within 70 days from the issue of work order	Within 10 working days from receipt of Report II.	Nil
Submission of the accepted Report II - within 5 days of receipt of Directorate's Response		25% of the contract value
Impact Assessment Report of the scheme - Report III - within 80 days from the issue of work order	Within 10 working days from receipt of Report III.	Nil
Submission of the accepted Report III - within 7 days of receipt of Directorate's Response		40% of the contract value
Report Suggesting Interventions – Report IV - within 85 days from the issue of work order	Within 7 working days from receipt of Report IV.	Nil
Submission of the accepted Report IV - within 7 days of receipt of Directorate's Response		15% of the contract value

2.6. Cost of the Tender Document

2.6.1 The Tender document is available for sale from the office of the Principal Chief Conservator of Forests, West Bengal, Aranya Bhawan, Sector-III, Block LA10A, Salt lake, Kolkata-700 098 against non-refundable payment of Rs.500.00 (Rupees Five Hundred only) by demand draft drawn in favour of “Principal Chief Conservator of Forests, West Bengal” payable at Kolkata.

The Tender Document is not transferable to any other bidder.

2.6.2 The Tender Document can also be downloaded from the website:
www.westbengalforest.gov.in

2.6.3 The cost of tender document must be deposited in such cases along with submission of such Bid documents in the mode as aforesaid.

2.7. Due date and Time

2.7.1 The sealed tenders should reach Directorate of Forests, Office of the Principal Chief Conservator of Forests, W.B., Aranya Bhawan, Block LA-10A, Sector- III Salt Lake, West Bengal, Kolkata 700098 and dropped in the Tender Box not later than **9th November, 2009, 1500 hours.**

2.7.2 The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

2.7.3 The Principal Chief Conservator of Forests, WB may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum to be posted in website and/or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile or through email.

2.7.4 However, till such communication is received by the bidders in the above mentioned form, bidders may not assume any change in the schedule.

2.8. Eligibility Criteria

2.8.1. The prospective agency/consultant should have experience of implementation, during the last 5 years, of at least two similar works of evaluating Community Development Scheme, having contract value of not less than Rs.2 lakhs in each case, in the State/Central govt. departments / PSUs/Reputed institutions.

2.8.2. The connotation 'similar works' would mean Socio-Economic survey and Impact assessment or evaluation of Rural Development projects / Joint Forest Management projects / Rural Social Forestry projects.

2.8.3. The prospective consultant/agency should annex the relevant credentials to justify its Eligibility.

2.9 Pre-Bid Conference

2.9.1 The bidder or its official representative is invited to attend a pre-bid meeting to be held on **29th October, 2009** at 1530 hours. The purpose of the meeting will be to clarify issues and to address clarifications sought by the bidders in this context. The bidders are requested to submit their Request for Clarifications through fax or email only to reach the Directorate not later than **1600 hours of 26 October, 2009**. The responses for the clarifications sought by the bidders will be distributed to all the bidders. Any modifications in the bidding documents, which may become necessary as a result of the pre-bid meeting, shall be made by the Directorate exclusively through the issue of an Addendum. The decision of the Directorate on the need for any modification shall be final and binding on all.

2.9.2 However, it is not binding on the Directorate to hold a pre-bid meeting or restrict itself to holding only one such meeting. If it feels, that the clarifications sought by the bidders do not warrant a pre-bid meeting, it can cancel the meeting and send the replies to the bidders by email.

2.10 Bidders' Inquiries and Forest Directorate's Responses

2.10.1 All enquiries / clarifications from the bidders, related to this tender must be directed in writing exclusively to the contact person notified by the Directorate. The preferred mode of delivering written questions to the aforementioned contact person would be through mail or email. In no event will the Directorate be responsible for ensuring that bidders' inquiries have been received by the Directorate.

2.10.2 After the date of sale of the tender document, the contact person notified by the Directorate will begin accepting written questions from the bidders, who have bought the Tender document. The Directorate will endeavor to provide a full, complete and accurate response to all questions at the pre-bid conference or any other time informed thereof. However, the Directorate makes no representation or warranty as to the completeness or accuracy of any response, nor

does Directorate undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all. No request for clarification from any bidder shall be entertained on the responses given in the pre-bid conference.

2.11 Submission of Tender—Two Envelope System

2.11.1 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.

2.11.2 Technical Bid

- a. The Technical Bid envelope should be superscribed as “Technical Bid – Selection of Consultant for Evaluation of Forest Village Development Scheme – Tender Notice No. 01/09/FVD”
- b. The Technical Bid should contain the signed and sealed completed forms (Annexure I) of the Technical Bid along with relevant enclosures.
- c. The Technical Bid should consist of the following :
 - i. General Information about the Organization – Form A (Annexure I)
 - ii. Financial Information about the Organization – Form B (Annexure I)
 - iii. Summary of Similar Projects Implemented – Form C (Annexure I)
 - iv. Details of Similar Projects Implemented – Form D (Annexure I)
 - v. CVs of the Project Team – Form E (Annexure I)
 - vi. Proposed Methodology – Separate sheet to be attached (Please see Clause 2.4.2)
 - vii. Additional Information, if any (optional) - Separate sheet to be attached
- d. The technical proposal must not contain any pricing information.
- e. In submitting additional information, the same may be marked as Supplementary to the required response. If the bidder wishes to propose additional services (or enhanced levels of services) beyond the scope of this RFP, the proposal must include a description of such services as a separate attachment to the proposal.
- f. The address of the Bidder should be clearly written on the cover

2.11.3 Financial Bid

- a. The Financial Bid as prescribed in the Tender (Annexure II) should be filled up and sealed along with enclosures in a separate cover superscribed as “Financial Bid – Selection of Consultant for Evaluation of Forest Village Development Scheme – Tender Notice No. 1/09/FVD
- b. The address of the bidder should be clearly written on the cover.
- c. The Financial Bid format is given in Annexure II.

2.11.4 Outer Cover

Both the Technical Bid cover and Financial Bid cover should then be put in a single outer cover, sealed and be superscribed as “Tender for Selection of Consultant for Evaluation of Forest Village Development Scheme —Tender Notice No. 1/09/FVD”

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. The cost of Tender Document by way of crossed DD for Rs.500.00 (Rupees Five Hundred only) for those bidders, who have downloaded the bid documents. The bidders, who have purchased the bid document need to submit a copy of the self-attested receipt.

- c. EMD amount of Rs. 5000.00 (Rupees Five thousand only) in the form of DD (Please refer 2.18.)
- d. Covering letter of the Proposal, which must be signed with the Bidder's name and by a representative of the Bidder who is authorized to commit the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.
- e. Technical Bid as specified in the 2.11.2 of this Tender.
- f. Financial Bid as specified in section 2.11.3 of this Tender and as per Annexure II.
- g. Any other information that is required to be submitted in the proposal process

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.

2.12 Submission of Proposals

- a. THE BIDDER SHALL SUBMIT HIS BID IN A SEALED COVER CONTAINING TWO SEPARATE SEALED COVERS FOR TECHNICAL BID AND FINANCIAL BID, AS DESCRIBED ABOVE, AND ENSURE THAT THE SEALED COVER IS DROPPED IN THE TENDER BOX KEPT AT THE RECEPTION OF ARANYA BHAWAN, OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS WEST BENGAL BY **1500 HOURS OF 9th NOVEMBER, 2009.**
- b. The Directorate will not accept delivery of proposal by fax or e-mail. Proposal received by facsimile shall be treated as defective, invalid and rejected.
- c. The bid consisting of the documents listed in instructions and Proposal Cover Letters, shall be typed or written in indelible ink and shall be signed by the bidder or a person /persons duly authorized to bind the Bidder to the contract.

2.13 Period of Validity of Proposals

- a. The offer submitted by the bidder shall be valid for a period of 120 days from the date of submission of the tender. A proposal valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the Directorate may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

2.14. Late Proposals

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

2.15 Tenders can be submitted on or before the due date and time specified in the Tender

2.16 Proposal Preparation Costs

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Directorate to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This RFP does not commit the Directorate to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

2.17 Right to Terminate the Process

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

2.17.2 There is no obligation on the part of the Directorate to communicate with rejected Bidders

2.18. Bid Security and its Amount (Earnest Money Deposit -EMD)

2.18.1 Bidders shall submit, along with their Bids, Bid security or EMD of Rs.5000 (Rupees Five Thousand only), in the form of a Demand Draft in favour of “Principal Chief Conservator of Forests, West Bengal” , payable at Kolkata.

2.18.2 The EMD would be refunded to all unsuccessful bidders at the expense of the Bidders within a reasonable time, on application. The EMD of the successful bidder would be adjusted towards partial fulfillment of the requirement of Performance Guarantee with reference to the deliverables and time frame specified and will be returned only after the successful fulfillment of the Contract.

2.18.3 Bid without adequate bid security/ EMD will be rejected without providing any opportunity to the bidder concerned.

2.18.4 The above EMD held by the Directorate till it is returned to the unsuccessful Bidders will not earn any interest thereof

2.19. Bid Opening

2.19.1 The tenders will be received up to **1500 hours of 9th November, 2009**. The Technical Bids will be opened **at 1500 hours of 11th November, 2009** by the officer authorized by Directorate at Aranya Bhawan in presence of such of those Bidders or their authorized representatives who may be present at the time of opening.

2.19.2 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 Directorate and displayed on the Notice Board in Aranya Bhawan **by 24th November, 2009**.

2.19.3. The Financial Bids of technically qualified bidders alone will be opened at **1500 hours of 27th November, 2009**.

2.20. Tender Rejection Criteria

2.20.1 The tenders with the Technical Bid not containing Tender Document cost (for those Bidders who have downloaded the document) and/or EMD amount will be summarily rejected.

2.20.2. Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.

2.20.3 Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.

2.20.4 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 Directorate reserves the right to reject any or all the tenders without assigning any reason whatsoever.

2.20.5 Tenders submitted without the enclosures to prove the Bidder’s specific experience in consultancy project, Order Value in Consultancy projects, and ‘**Proposed Methodology**’ will be liable for rejection.

2.20.6 Tenders submitted without audited financial statements of the Bidder are liable for rejection.

2.20.7 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.

2.20.8 Incomplete bid documents will be treated as non-responsive offer and the tender is liable for rejection.

3 BID EVALUATION PROCESS

3.1 Evaluation of Technical bids

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

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

3.3 Technical Bid Evaluation Criteria:

Evaluation Criteria	% of marks
Experience in the field of socio-economic survey and evaluation of rural development /forestry/JFM projects	20
Resources for handling the project including CVs of the Project Team	35
Proposed Methodology	35
Presentation of the project proposal before the Technical Committee	10
Total	100

- a. The Directorate will invite the eligible bidders to make a presentation before the Technical Committee at a date, time and location to be determined by the Directorate. The purpose of such presentations would be to allow the bidders to present their proposed Approach and Methodology to the Committee and the key points in their proposals.
- b. 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.
- c. 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.
- d. **The bidders, who get a Technical score of 60 or above, will qualify for the evaluation in the financial process.**

3.4 Evaluation of Financial bids

- a. The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below
- b. The Total Value of the Financial Bid shall be arrived by the following method.
Total Value = Fixed Fee + maximum value of any Out of Pocket expenses as given by bidder + any applicable taxes
- c. 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.
- d. The L1 bidder will be awarded a score of 100.
- e. Financial Scores for other than L1 bidders will be evaluated using the following formula
Financial Score of a Bidder (FS) = (Financial bid of L1 bidder) / (Financial bid of the Bidder) X 100 (adjusted to 2 decimals)
- f. However, the Directorate does not bind itself in any way to select the bidder(s) offering the lowest price (L1).

3.3 Overall Evaluation:

- a. The Directorate of Forests, WB shall follow a best value bid selection process, based on the quality and cost. .
- b. The overall rating for the bidders shall be done on the basis of weightages to be assigned as described below:
 - a. Technical score – 50%
 - b. Financial score - 50%
 - c. The Overall Rating = $TS*0.5 + FS*0.5$, adjusted to 2 decimal places.
 - d. In case of a tie in the overall score, the bidder with the superior Financial Score (FS) will supersede the other Bidder.
- c. While the successful Bidder will be selected on the basis of the Overall Ratings, the Directorate does not bind itself in any way to select the bidder(s) having the highest Overall Rating.

3.4 Negotiations with the Successful Bidder

Forest Directorate, Govt. of W.B. reserves the right to further negotiate with the Successful Bidder. While negotiating, the following aspects may be considered:

- a. Further reduction in consultancy charges for undertaking the Work
- b. Advancing the delivery schedule
- c. Additional services

4. AWARD OF CONTRACT

4.1 Letter of Acceptance

After successful completion of the negotiations, if held, a Letter of Acceptance of tender will be issued to the successful Bidder by the Directorate.

4.2 Forfeiture of EMD

If the successful Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his EMD will be forfeited to the Government of West Bengal.

4.3 Signing of Contract

- a. The successful Bidder should execute an agreement for the fulfillment of the contract with the Directorate at the time of execution within one week from the date of receipt of the Letter of acceptance issued by the Directorate. If the same is not executed within one week, the EMD of the Bidder will be forfeited and their tender will be held as non-responsive.
- b. The expenses incidental to the execution of the agreement should be borne by the successful Bidder.

4.4 Performance Bank Guarantee (PBG)

- a. The successful bidder shall at his own expense deposit with the Directorate, within one week from the date of receipt of the letter of acceptance issued by the Directorate or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.
- b. This Performance Bank Guarantee will be for an amount equivalent to 5% of contract value. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The Bank Guarantee shall be valid for a period of one year from the date of signing of contract. If the accepted Bidder fails to furnish the bank guarantee within the above said period, the EMD remitted by him will be forfeited to the Government of West Bengal and his tender will be held void. The PBG furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports to satisfaction of the Directorate.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his PBG mentioned above will also be forfeited to the Government of West Bengal

4.5 Release of Work Order

After the execution of the agreements specified in the Tender Document and after receipt of the PBG, the Directorate will release the formal work order to the successful Bidder on behalf of Government of West Bengal.

4.6 Execution of Work Order

The successful Bidder should nominate and intimate to the Directorate the name of a Project Leader specifically to handle the Work Order. The successful Bidder should ensure that the Project Leader is fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

4.7 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 or body corporate. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

4.8 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 tender, the Directorate shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

4.9 Termination of Services

The Directorate reserves the right to terminate the services of the consultant, if it finds the work unsatisfactory, at any stage during the contract period by giving a notice of fifteen (15) days. The consultant shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment as part of response to this tender document.

4.10. Force Majeure

The Consultant 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 Forest

Directorate, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of Forest Directorate.

5. OTHER TERMS AND CONDITIONS

- a. During the execution of the Project, the Directorate reserves the right to issue advice and direction to the Consultant or request additional information or clarification from the Consultant. 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 Consultant.
- b. All supporting materials (including all data, material, and documentation originated and prepared for the Directorate pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery to the Directorate become the property of the government.
- c. The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- d. The Directorate 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 Government of West Bengal for good and sufficient reasons.
- e. The Directorate will not pay any increase in duties, taxes and surcharges on account of any revision by the Government after expiry of the stipulated delivery period in the work Order.
- f. 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.

**Authorized Signatory of
Directorate of Forests,
Govt. of West Bengal.**

Technical Bid Format

Form A – General Information about the Organization

S. No.	Particulars	Details to be furnished		
Details of the Bidder (Organization)				
1.	Name			
2.	Address			
3.	Telephone		Fax	
4.	E-mail		Website	
Details of Authorized person				
5.	Name			
6.	Address			
7.	Telephone		E-mail	
Information about the Organization				
	Status of Organization (Public Ltd./ Pvt. Ltd/ Institution/ University etc.)			
8.	Details of Registration of Organization (Provide Ref e.g ROC Ref)	Date		
		Ref		
9.	Number of Professionals			
10.	Locations and addresses of offices (in India and overseas)			
11.	Service Tax Registration Number			
12.	Enclose latest STCC			

 Signature of the Bidder

Form B : Financial Information (Please attach copies of Audited Financial Statements)

Turnover of the Organization				Net Worth of the Organization as on 31st March, 2009
FY 2006-07	FY 2007-08	FY 2008-09	Average of last 3 FYs	

Signature of the Bidder

Form C : Summary of Similar Projects implemented

Sl. No.	Name of the Customer	Project Name	Start Date	End Date	Contract Value

Note : Please provide details of the above projects in Form D.

Signature of the Bidder

Form D : Details of the Similar Projects implemented by the bidder (Use separate tables for each project)

Sl. No.	Item	Details
General Information		
1.	Customer / Name of Govt. Dept/ PSU etc.	
2.	Name of contact person and contact details	
Project Details		
3.	Name of the Project	
4.	Start Date/ End date	
5.	Current status	
6.	Contract tenure	
Project size		
7.	Contract value (Rs. in lakhs)	
8.	Total cost of services provided by the bidder	

Description of the services provided by the Bidder (Please provide details in relevance to the scope of this RFP)
Please provide testimonials and certificates from customer in support of the project experience

Signature of the Bidder

Form E: CV's of the Project Team

Give the profiles of key people/core members, including the Project Leader, key Consultants/Experts who will be involved in the assignments (**Use separate tables for each person**).

Sl. No.	Item	Details
1.	Name	
2.	Role in current project	
3.	Whether Primary/Secondary	
4.	Current job title	
5.	Experience in yrs.	
6.	Number of years with the Organization	
7.	Current job responsibilities	
8.	Summary of Professional/experience	
9.	Highlights of assignments handled and significant accomplishments	
10.	Educational Background, Training/Certifications	

Signature of the Bidder

Please Note : The Bidder or his authorized representative should sign on each page of Technical Bid (Annexure-I) and at the end of each Form.

Annexure II – Financial Bid Format

Fixed Price (Rs.)	Out of Pocket Expense and other Miscellaneous (Rs.)	Applicable Taxes (Rs.)	Total (Rs.)

1. All prices should be in INR and shall be specified in both figures and words.
2. Total Price inclusive of all taxes to be specified in the last column.

Total Amount (both in figures and words) :

Signature of the Bidder