**Request for Proposal (RFP)**

**For**

**Engaging an agency to obtain forest clearance under forest conservation Act, 1980 from MOEF&CC for Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)**



BID Document

**Last date of submission of tender 27th Jan 2021 up to 12:00 Noon**

**Opening of Technical Bid 27th Jan 2021 at 3:00 PM**

**Opening of Financial Bid 28th Jan 2021 at 3:00 PM**

**1. Scope of Work:**

To prepare & submit the forest diversion application as per “Forest Conservation Act 1980” and scope of work encompasses up to obtaining Forest Clearance from MoEF & CC by submitting necessary documentation including map of forest plots, Compensatory afforestation site or any other digital map required, survey map to the concerned administrative authorities.

* 1. Preparation of forest Diversion Proposal (FDP) as per the MoEF & CC updated guidelines and forest (Conservation) Act 1980 and any other guide lines issued by HP forest department.
  2. Assist in obtaining ‘No Objection Certificate’ from the concerned authorities under the forest (rights) Act 2006.
  3. Follow up for processing of forest Clearance Application and obtaining Clearance from MoEF & CC, GoI.
  4. Consultant shall carry out all the related and/or incidental activities required for obtaining clearances/approvals for completion of the assignment.
  5. The consultant shall provide necessary assistance including follow up, maintain liaison pertaining to Forest Clearance with MoEF & CC and Forest Authorities and obtaining the necessary approvals and forest Clearance from MoEF & CC.

**2. Eligibility Criteria:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Eligibility Criteria** | **Proof of Documents** |
| 1 | The bidder Organization must be a registered body. | Company registration certificate. |
| 2 | The bidder should have PAN number | Copy of Pan card |
| 3 | The bidder must submit copy of their GST registration. | Copy of GST registration. |
| 4 | The service provider should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Govt. Or Govt. Undertaking. | Self-Declaration certificate signed by the authorized signatory. |

**3. Format and Signing of Proposal:**

The proposal shall be submitted in two parts:

Part A: Technical Proposal

* While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. The information requested may result in rejection of the proposal.
* The technical bid documents of the bidder should contain documents in support of their eligibility, capabilities and experiences as required for the project, including information and declarations in duly filled-in Forms as per following:

Form 1: Covering letter

Form 2: Letter of Authorization

Form 3: Organization details

Form 4: Technical Solution (Methodology & Work Plan)

Part B: Financial Proposal

* The bidder shall not include any technical information in the Financial Bid. The Financial Bid must be completed in all respect and conform to the Financial Bid Format (Form 7: Financial Bid Format) specified in this RFP document.
* Financial Bids with incomplete information and/or not conforming to the specified format shall be summarily rejected.
* Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and applicable taxes, excluding Goods & Service Tax.
* Conditional Financial Bids shall be summarily rejected.

**4. Submission of Proposals: Packing, Sealing and marking of Proposals:**

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder’s name and address in the left-hand corner of the envelop and super scribed in the following manners.

Part A

Technical Proposal for engaging an agency to obtain forest clearances for Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)

PART B

Financial Proposal for engaging an agency to obtain forest clearances for Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)

Both the envelops i.e., Envelop for part A and Envelop for Part B must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

Engaging an agency to obtain forest clearances for Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)

The Bidder’s Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

1. The envelope shall be addressed to Director/Principal at the following address:

Jawaharlal Nehru Government Engineering College, Sundernagar, District Mandi (H.P.)-175018

Email: [jngechp@yahoo.co.in](mailto:jngechp@yahoo.co.in)

Phone no: 01907-267199

1. If the outer envelope is not sealed and marked as mentioned above, then JNGEC will assume no responsibility for proposals being misplaced or opened re-maturely.

**5. Application Fee:**

No Application Fee.

**6. Financial Proposal:**

i. The financial proposal shall be the quoted Lump sum fee and shall be submitted in the given format i.e., Form-5. All taxes and surcharges as applicable shall be paid by the selected Consultants/Firms. JNGEC will only reimburse the GST as applicable.

ii. Final quote should be inclusive of out of pocket/reimbursable expenses.

iii. The financial proposal shall separately mention the GST amount.

**7. Validity of Proposal:**

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

**8. Documents Accompanying the Proposal:**

**PART A (Technical Proposal)**

The bidder must submit the following particulars/documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

1. Copy of the PAN card & GST registration certificate.
2. Covering letter as per the format in Form-1.
3. Letter of Authorization as per the format in Form-2.
4. Organization details as format specified in Form 3.
5. Technical Solution (Methodology and Work Plan) as per Form 4.

**PART B (Financial Proposal)**

The Bidder must submit the financial Proposal as per the format in Form-5 with proper signature and seal of the bidder.

**9. Deadline and Mode of Submission of Proposals:**

Proposal filled in all respect must reach at the address, time and date specified in schedule of the bidding process through speed post, registered postal courier or by hand delivery only. If the specified date for the submission of proposals is declared as holiday, the proposal will be received up to the appointed time on the next working day. \

**10. Late Proposal:**

Proposals received after the deadline for submission of Proposals prescribed by Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.) will be rejected.

**11. Proposal Opening:**

Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.) will open all proposals in the presence of bidders or their authorized representative who choose to attend the proposal opening, at the date and time mentioned and n the following location.

Office of the Director/Principal

Jawaharlal Nehru Government Engineering College,

Sundernagar, Mandi (H.P.)-175018

The bidder’s representatives who are present shall signaregistere evidencing their attendance. In the event of the specified date of Proposal opening declared a holiday and proposal shall be opened at the appointed time and location on the next working day.

For Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the proposal shall be opened. The date and time of opening of the financial proposal will be intimated to the qualifying bidders later.

**12. Financial Evaluation:**

As per the rate quoted in form A by the agencies/bidders.

**13. Termination of Contract:**

Either party can terminate the agreement by giving 30 days prior written notice.

**14. Right to Accept or Reject:**

Director/Principal, JNGEC reserves the rights, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part therefore or to vary any or the term and condition at any time, without assigning any reason whatsoever.

**15. Disputes:**

All legal disputes are subject to the jurisdiction of H.P. Courts only.

**16. Confidentiality:**

The selected agency shall treat the details of the output of the assignment and the services as confidential and for the selected Agency’s own information only and shall not publish or disclose the details of the output, deliverables/milestones submitted to selected Agency of the services in any professional or technical journal or paper of elsewhere in any manner whatsoever without the previous written consent of the competent Director/Principal, JNGEC.

**17. Payment Terms:**

The payment will be done on the basis of execution of quantities based on rate per hectare. In financial proposal, rate per hectare will be considered as payment criterion based on total area for which FCA approval is proposed by the consultant. The payment will be made only after clearance obtained by the consultant form MOEF& CC, Govt. of India.

Institution has a right to get the FCA case processed as per the forest land available with the institution, which can increase or decrease as per the prevailing condition arising at the later stage. The payments to the consultant will be made on the basis as per hectare of forest land, for which clearance under FCA 1980 is obtained.

**FORM 1: COVERING LETTER**

To

The Director/Principal

J.N. Govt. Engg. College

Sundernagar, Mandi (HP)

Subject: **Request for Proposal for Engaging and agency to obtain forest clearance on behalf of Director/Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)**

Dear Sir,

With reference to your RFP No. XXX dated XXX, we are pleased to submit our Bid along with all supporting documents, requisite Tender Document Cost for your evaluation.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered to Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.) is true, accurate, verifiable and complete.   
 We further unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our bid shall liable our bid document to be summarily rejected without any reference to us.

Yours Sincerely,

<Authorized Signatory>

Name:

Designation:

Contact Number:

Address:

**FORM 2: LETTER OF AUTHORIZATION**

To

The Director/Principal

J.N. Govt. Engg. College

Sundernagar, Mandi (HP)

Subject: **Request for Proposal for Engaging and agency to obtain forest clearance on behalf of Director/Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)**

Dear Sir,

With reference to your RFP No. XXX dated XXX, we hereby authorize Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_<Name>,\_\_\_\_\_\_\_\_\_\_\_\_<Designation>, of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all the documents in support of our bid on our behalf.

We herby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Authorized Representation)

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

<Name:>

<Designation: Managing Director/Head of the organization>

**FORM 3: ORGANIZATION DETAILS**

|  |  |
| --- | --- |
| Name of Organization |  |
| Year of establishment: |  |
| Address of Registered Office: |  |
| Location of works (address) |  |
| Telephone Numbers: |  |
| Fax Number: |  |
| Email Address: |  |
| Web site address (if Any): |  |
| Name of the Head of Organization |  |
| Designation of the Head of Organization |  |
| Head of Organization’s Mobile No: |  |
| Head of Organization’s Email ID: |  |
| Name of the Contact Person: |  |
| Contact Person’s Designation: |  |
| Contact Person’s Mobile No: |  |
| Contact Person’s Email ID: |  |
| PAN Number: |  |
| GST Registration Certification Number: |  |

**FORM 4: TECHNICAL SOLUTION (METHODOLOGY & WORK PLAN)**

**From-5**

**(From-A)**

**FINANCIAL PROPOSAL**

**FROM: TO:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Sir,

Subject: Hiring of Consultancy’s Services for obtaining Forest Clearance as per Scope of Work on behalf of Director/Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**‘Regarding Price Proposal’**

I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant/Consultancy firm herewith enclose” Price Proposal for selection of my/our firm/organization as Consultant as per details mentioned below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Price Quoted per Hectare (Rs.)** | **GST** | **Total Price/Hectare (Rs.)** |
| To Prepare and submit diversion application as per “Forest Conservation Act 1980” by submitting necessary documents including digital map, etc. & getting approval from MOEF & CC, Govt. Of India. |  |  |  |

Yours faithfully,

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)