

BID Document

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.)



Last date of submission of tender is 19th Oct 2020 up to 12.00 Noon
Opening of Technical Bid 19th Oct 2020 at 3.00 P.M.
Opening of Financial Bid 20th Oct 2020 at 3.00 P.M.

**Jawaharlal Nehru Government Engineering College,
Sundernagar, Mandi (H.P.)**

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, digital map required, survey map etc. to the concerned administrative authorities.

- 1.1 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.
- 1.2 Assist in obtaining 'No Objection Certificate' from the concerned authorities under the forest (rights) Act 2006.
- 1.3 Follow up for processing of forest Clearance Application and obtaining Clearance from MoEF & CC, GoI.
- 1.4 Consultant shall carry out all the related and/or incidental activities required for obtaining clearances/approvals for completion of the assignment.
- 1.5 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 must submit ₹ 2500/- (Rupees Two Thousand Five Hundred Only) in shape of bank draft from any Scheduled/Nationalized Bank in favour of Director/Principal, J.N. govt. Engineering College, Sundernagar, Mandi (H.P.), payable at Sundernagar towards the cost of tender document.	Original bank draft of ₹ 2500/- (Rupees Two Thousand Five Hundred Only) in favour of Director/Principal, J.N. govt. Engineering College, Sundernagar, Mandi (H.P.), payable at Sundernagar.
2	The bidder Organization must be a registered body.	Company/Govt. registration certificate.
3	The bidder should have PAN number and should have filed Income Tax Returns for the last 3 (three) financial years	Copy of Pan card & IT return statement for the last 3 (three) financial years.
4	The bidder must submit copy of their GST registration.	Copy of GST registration.
5	The service provider should not be under a declaration of ineligibility for corrupt and fraudulent practices nor	Self-Declaration certificate signed by the authorized

	should have been blacklisted by any Govt. or Govt. Undertaking.	signatory.
6	The bidder should have obtained forest clearance for at least 3 projects located in Himachal Pradesh	Copy of work orders/agreements along with clearance completion certificate obtained in last three years.
7	The bidder should have minimum Turnover from Technical Consulting services of 25 lakh in the last 3 financial years.	CA certificate indicating financial turnover for last 3 years with compulsory UDIN No.

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 Document free, 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: Auditor certified Annual Turnover
Form 5: Experiences certificates in obtaining Forest Clearance years in Himachal Pradesh. (Completion of work certificates)
Power of Attorney if applicable

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 envelopes 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.

- i. 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
Phone no: 01907-267199
- ii. 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:

Non-refundable application fee in the form of demand draft in favour of "Director/Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)" payable at Sundernagar for INR 2500/- (Rupees Two Thousand Five Hundred only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application fee shall be treated as non-responsive and rejected outright.

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-7. 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.

- i. Non-refundable application fee of INR 2500/- (Indian Rupees Two Thousand Five Hundred Only) exclusive of GST, in shape of DD form any scheduled commercial bank drawn in favour of "Director/Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (H.P.)" payable at Sundernagar.
- ii. Copy of the PAN card & GST registration certificate.
- iii. Covering letter as per the format in Form-1.
- iv. Letter of Authorization as per the format in Form-2.
- v. Organization details as format specified in Form 3.

- vi. Auditor Certified Annual Turnover and Net worth certificate for last 3 years in format as specified in form-4.
- vii. Key Experiences in obtaining Forest Clearances in last 3 years in Himachal Pradesh as per Form-5.
- viii. Technical Solution (Methodology and Work Plan) as per Form 6.
- ix. Letter of empanelment/Work orders with Central/ State Government of generations.
- x. Power of Attorney in original.

PART B (Financial Proposal)

The Bidder must submit the financial Proposal as per the format in Form-7 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 in the following location.

Director/Principal

Jawaharlal Nehru Government Engineering College,

Sundernagar, Mandi (H.P.)-175018

The bidder's representatives who are present shall submit the authorization for participation in the tender opening meeting. 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.

12. Financial Evaluation:

As per the rate quoted in form 7 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 or 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 area measured in terms of hectare. Rate per hectare will be considered as payment criterion for which FCA approval has been accorded by MOEF& CC, Govt. of India. **The payment to the consultant/consulting agency will be made only after the clearance/acceptance is obtained from MOEF& CC, Govt. of India by the consultant/agency.**

Presently, the maximum forest land for which clearance under forest conservation Act 1980 required is 2.14 Hectares. However, institution has a right to increase or decrease the forest land for which forest clearance is required as per requirement.

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. _____ dated _____, 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 hereby 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:	
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: AUDITOR CERTIFIED ANNUAL TURNOVER & NET-WORTH
STATEMENT FOR LAST 3 YEARS**

Sr. No.	Financial Year	Turnover (in Crores)	Net Worth (in Crores)
01	2017-18		
02	2018-19		
03	2019-20		
Total turnover in last three years			

Total Turnover in the last 3 years should be minimum of Rupees 25 Lakhs.

Signature and seal of CA/Auditor with UDIN No.

N.B.: This format must be jointly certified & sealed by the CA & the authorized representative of the bidder failing to which the proposal will be rejected.

**FORM 5: Key Experiences in Obtaining Forest Clearances in the
State of Himachal Pradesh**

Sr. No.	Name of Client/Organization	Name of the Project	Value of Work (in Rs.)	Date of obtaining clearance from MOEF&CC	Ref. of supporting work order

Note: Please enclose completion certificate signed by DFO/equivalent post for clearance experiences mentioned above.

FORM 6: TECHNICAL SOLUTION (METHODOLOGY & WORK PLAN)

Form-7

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.)

'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.) of forest land	GST	Total Price/Hectare (including taxes) (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)