



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS**  
**AND HEAD OF FOREST FORCE :: ASSAM**  
**ARANYA BHAWAN, PANJABARI, GUWAHATI - 781037**

**Notice Inviting Tender**

TENDER NOTICE NO. 1/ Forest Certification/Assam CAMPA

Dated: 30.12.2020

Chief Executive Officer, Assam CAMPA invites Proposals from Certification Bodies (CBs) approved and recognized by National Accreditation Board for certification Bodies (NABCB) to conduct Forest Management (FM) certification evaluation leading to the issuance of NCCF-FM Certificate for the areas mentioned in this Notice and falling under the jurisdiction of Assam Forest Department.

Sl. No.	Name of work	EMD (Rs)	Tender Fee	The last date for submission of the bids	The date of opening of technical bid
1	NCCF-Forest Management Certification of Dibrugarh and Nagaon Districts of Assam.	Rs. 50,000/- (Rs. Fifty thousand only)	Rupees 1,000/- (Rs. One thousand only)	25.01.2021 upto to 2.00 PM (IST)	25.01.2021 at 2.30 PM (IST)

The interested agencies are requested to visit the website <https://forest.assam.gov.in> for downloading the tender documents/Request for Proposal.

-s/d-  
**(Dr. Satyendra Singh, IFS)**  
Chief Conservator of Forests  
and Chief Executive Officer  
Assam, CAMPA  
Aranya Bhawan, Panjabari, Guwahati - 37

**REQUEST FOR PROPOSAL**  
**for**  
**NCCF-Forest Management Certification of Dibrugarh and**  
**Nagaon Districts of Assam**

**Tender Notice No. : 1/ Forest Certification/Assam CAMPA**

**Dated 30.12.2020**

**CEO, Assam CAMPA**

---

**Compensatory Afforestation Fund Management and Planning Authority**  
**Aranya Bhawan, o/o the PCCF & HoFF, Assam, Panjabari, Guwahati-781037.**

## 1. Tender Notice

1.1 Chief Executive Officer, Assam Compensatory Afforestation Fund Management and Planning Authority (CAMPA) invites Proposals from Certification Bodies (CBs) approved and recognized by National Accreditation Board for Certification Bodies (NABCB) to conduct Forest Management (FM) certification evaluation leading to the issuance of NCCF-FM Certificate for the areas mentioned in this Notice and falling under the jurisdiction of Assam Forest Department.

1.2 The important information pertaining to this tender are given in the following Data Sheet:

### Data Sheet

Sl.No.	Particular	Details
1.	Tender Inviting Authority	Chief Executive Officer, Assam Compensatory Afforestation Fund Management and Planning Authority (CAMPA), Assam Forest Department.
2.	Name of the Work	NCCF-FM Certification of forest areas belonging to Assam Forest Department in the Dibrugarh and Nagaon Districts of Assam
3.	Tender Notice No.	1/Forest Certification/Assam CAMPA
4.	Start Date and Time for downloading of Tender documents	04.01.2021 (10:00 AM)
5.	Date venue & time of pre-bid meeting	11.01.2021 (11:30 AM IST) at Conference Hall of the Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF), Assam, Aranya Bhawan, Panjabari, Guwahati-781037.
6.	Cost of Tender Document/Tender Fee	Rs.1000/- is to be paid through Bank Draft in favour of the <b>State Compensatory Afforestation Fund Management and Planning Authority, Assam</b> payable at Guwahati. This amount is non refundable.
7.	Last date and time for submission of Bids	25.01.2021 (2:00 PM IST)
8.	Offer validity required	120 days from the last date of submission of Bid
9.	Date of Opening of Technical Proposal	25.01.2021 (2:30 PM IST)
10.	Place of Opening of Technical Proposal	O/o the PCCF & HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-781037
11.	Date of presentation of Technical Proposal	To be intimated later.
12.	Date of opening of Financial	To be intimated later.

13.	Earnest Money Deposit (EMD)	EMD- <b>Rs. 50,000/-</b> through Bank Draft in favour of the <b>State Compensatory Afforestation Fund Management and Planning Authority, Assam</b> payable at Guwahati
14.	Contact Persons and Designations	Dr Satyendra Singh, CCF Chief Executive Officer, Assam CAMPA Aranya Bhawan, Panjabari, Guwahati-37.
15.	Address and Telephone No. for Communication	The Chief Executive Officer, Assam CAMPA o/o the PCCF & HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-781037 Mobile- 9435102834 email: <a href="mailto:pccfcampa@gmail.com">pccfcampa@gmail.com</a>
17.	<p><b>Other important points specified by the Tender Inviting Authority:</b></p> <p>a) Detailed information is given in the Tender Document.</p> <p>b) Tender Document may be downloaded from the website <a href="https://forest.assam.gov.in">https://forest.assam.gov.in</a></p> <p>c) Two-envelope bid system will be followed- Technical Bid and FinancialBid. 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.</p> <p>d) Tender received after due date and time will be summarily rejected.</p>	

## **2. Background**

2.1 Compensatory Afforestation Fund Act, 2016 empowers for the establishment of funds under the public accounts of India and the public accounts of each State and crediting thereto the monies received from the user agencies towards compensatory afforestation, additional compensatory afforestation, penal compensatory afforestation, net present value and all other amounts recovered from such agencies under the Forest (Conservation) Act, 1980. The Central Government in exercise of powers conferred under Section 3 (3) of the Environment Protection Act, 1986 constituted Compensatory Afforestation Fund Management and Planning Authority (CAMPA).

State Compensatory Afforestation Fund Management and Planning Authority (State CAMPA) is intended as an instrument to accelerate activities for preservation of natural forests, management of wildlife, infrastructure development in the sector and other allied works. The State CAMPA administer the amount collected from the User Agencies against forest land diversion for undertaking compensatory afforestation, assisted natural regeneration, conservation and protection of forests, infrastructure development, wildlife conservation and protection and other related activities and for matters connected therewith or incidental thereto.

2.2 The Network for Certification and Conservation of Forests (NCCF) is a non-profit organization registered under the Societies' Registration Act, 1860, with the main objective of developing a globally aligned certification Programme in India, which addresses the concerns for sustainable management of forests and the plantations. It also endeavors to make the Indian wood and forest fiber-based industry competent and acceptable globally. NCCF has developed India-specific forest management certification standard, which has been endorsed by a major international organization that set standards for forest certification, namely, Programme for the Enhancement for Forest Certification (PEFC), which will be used for Forest Certification in the instant case.

2.3 While there are innumerable benefits from forest certification both directly and indirectly, some of the tangible benefits that are expected through this evaluation and certification process are: -

- To make forests a profitable venture – by increasing revenue from timber (primary source of income)
- Make the state timber accessible and in demand in international markets due to the fact that certified good quality timber commands a high level of premium in these markets, due to the non-availability of such material.
- Increase market visibility of the State forest produce and increase exposure to new markets
- Bridging the gap between the demand and supply of certified forest produce, specifically timber in the Indian market
- Leverage the benefits of good management practices being followed in the state forests to achieve premiums for the timber being harvested.
- Globally recognized international stamp of approval for well managed forests
- Providing a baseline for undertaking carbon offset verifications and carbon mitigation projects for future.

2.4 The PCCF & HoFF, Assam will form Evaluation Committee for recommending an eligible Agency for selection as Certifying Body (CB). The Panel will comprise of representatives from State Forest Department. The Panel will recommend the CB based on its assessment of technical expertise, qualification of its key experts, management system of the organization and experience in FM Certification as well as its financial proposal through a system of QCBS with technical and financial score in proportion 70:30.

2.5 Forest areas that would be under the Scope of Certification under the tender are:

<b>Sl. No.</b>	<b>District</b>	<b>Approx. Forest Land (in ha)</b>	<b>Approx. Geographical Area (in ha)</b>
1	Dibrugarh District	32595	338100
2	Nagaon District	44688.30	228700
	<b>Total</b>	<b>77283.30</b>	<b>566800</b>

Please note that only the area classified as Forest Land will be covered under the scope of Forest Certification.

### 3. Scope of Work

3.1 The CB will be required to accomplish the following works:

- (a) Pre-assessment or Gap analysis of management systems of areas of forest Districts for NCCF-FM Certification Standard. Identification of gaps between management systems, norms and processes being followed in the field in forest areas vis-à-vis principles and norms of NCCF-FM Certification, and bridging the identified gaps to achieve NCCF-FM Certification Standard.
- (b) Final assessment of NCCF-FM Certification Standard of areas under the scope of certification. The CB will require detailing of the methodology and approach of undertaking the certification process and informing the findings related to NCCF Certification Standard.
- (c) Four (4) Annual audit post issuance of certificate.

3.2 Methodology

- (i) The proposed evaluation will have to cover the forest areas mentioned in clause 2.5 above.
- (ii) 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) Proposed time Schedule of activities, Documentation, and preparation of Reports; (c) Mode of sampling; (d) Stakeholder Consultation; (e) Criteria & Indicators to be adopted for evaluation of the area and (g) facilities and inputs to be provided by the client (Assam Forest Department). The prospective bidders may be called to explain the, 'Proposed Methodology' during the Presentation, and such Presentation will be given due weightage in the evaluation of the technical bid.
- (iii) The Panel will reserve the right to effect corrections/adjustments/modifications in the Proposed Methodology in consultation with the concerned bidders. Such corrections/adjustments/modifications shall be binding upon the prospective CBs.

### 3.3 Deliverables

- (i) **Preliminary Report** - comprising of a pre-assessment report containing preliminary findings and a criterion-by-criterion discussion of the observed performance of the defined forest areas relative to the applicable NCCF-FM standard. The preliminary report would involve identified gaps in the forest management practices in these areas relative to the standard.
- (ii) **Full Assessment Report** - containing preliminary findings and a criterion-by-criterion discussion of the observed performance of the defined forest areas relative to the applicable NCCF-FM standard. The full assessment report will be undertaken after the final audit and compilation of findings should include the identified non-conformities against the standard and the required corrective action to address those non-conformities.
- (iii) **Four (4) Annual Audits and Reports**—The certificate is valid for five years subject to annual surveillance audits. The selected bidder would be required to conduct surveillance audit as per the requirements of NCCF and submit an annual audit report after each annual surveillance audit.

## Instructions to Bidders

### 3.4 Cost of the Tender Document

The Tender Document can be downloaded from the website <https://forest.assam.gov.in>.

### 3.5 Due date and Time

The EMD and cost of document have to be submitted from any time after start of bid submission and before end of bid submission date through Bank Draft. The tender document fee for Rs. 1000/- (rupees one thousand) only is to be paid as non-refundable fee.

The EMD for Rs. 50,000/-(rupees fifty thousand) is also to be through Bank Draft from any time after start of bid submission and before end of bid submission date by net banking. The EMD of unsuccessful bidders in technical evaluation will be returned to the respective bidders after completion of bidding process.

The EMD of all bidders including the L1 will be returned once the process of “Award of Contract” (AOC) is complete.

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

### 3.6 Minimum Eligibility Criteria

- (i) CBs must be approved/ recognized by National Accreditation Board for Certification Bodies (NABCB) to perform the work or, their representative companies/ offices must be having a valid signed contract on behalf of their principal to perform the work.
- (ii) Proposals may be submitted by CBs which have experience in at least one Forest Management Certification Project completed in India, preparation of reports and handling of process as stated in the deliverables.
- (iii) Experience of providing consultancy in implementation of at least one forestry-related Project in India of Project value Rs 10 crore or more with total consultancy fee of at least Rs 1 crore
- (iv) CBs having experience of similar work in verification systems shall be accorded an additional advantage.
- (v) The bidder must have Rs 1crore average annual turnover in last three financial years (2018-19, 2017-18, 2016-17).
- (vi) The bidder must hold valid GST, PAN number.

### 3.7 List of Documents required to be submitted

- (i) GST registration
- (ii) PAN card
- (iii) IT returns for last 3 years
- (iv) Balance sheet for the last three years
- (v) Letter of approval/recognition from NABCB
- (vi) Any other relevant document.

### 3.8 Bidder shall submit the financials for following activities:

- (i) Pre-assessment

(ii) Full evaluation

(iii) Annual audit(s)

3.9 Bidders must clearly indicate the financial cost under following heads:

(i) Scope of work

(ii) Travel

(iii) Any additional fee

#### **4 Submission of Proposals**

4.1 Procedure for submission of bids

The Bid shall be submitted in 2 (two) parts, as under:

##### **PART-I: Technical Bid**

Complete technical details, necessary certification and all relevant document are to be uploaded such as

- i. The Technical Bid should contain the signed and sealed completed forms (Annexure I) of the Technical Bid along with relevant enclosures.
- ii. The Technical Bid should consist of the following:
  - a. General Information about the Organization – (Annexure I)
  - b. Summary of Similar Projects Implemented – (Annexure II)
  - c. Details of Similar Projects Implemented – (Annexure III)
  - d. CVs of the Project Team – (Annexure IV)
  - e. Proposed Approach, Methodology & Work Plan (Annexure V)-Separate sheet to be attached
  - f. Additional Information, if any (optional) - Separate sheet to be attached
- iii. The technical proposal must not contain any pricing information.
- iv. 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 annexure to the proposal.

##### **PART - II: Financial Bid**

Financial Bid will be considered for evaluation for those Bidders who have cleared the Part-I (Technical).

***If the bidding cost is too high or abnormally low, the authority may take appropriate action / may cancel the bidding process/ may not select the abnormally low bidder.***

#### 4.2 Tender Preparation Cost

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Tendering Process.

#### 4.3 Clarification on Tender Document

Any prospective bidder requiring any clarification of the tender document may notify the client in the address and phone no. or email specified in “Important instructions to Bidders”/ Data Sheet. The client will respond in writing to any request for clarification of the tender document, received not later than 07 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, pre-bid meeting as mentioned in the Data Sheet, can be attended.

#### 4.4 Amendment of Tender Document

- i. At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- ii. The amendment/Corrigendum if any will be notified in <https://forest.assam.gov.in> and will be binding on the bidders. The bidders have to check the website regularly for any updates.
- iii. In order to afford prospective bidder reasonable time in which to take the amendment into the account in preparing their bids, CEO , Assam CAMPA may, at his discretion, extend the last date for the receipt of the Bids.

#### 4.5 Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

#### 4.6 Bid evaluation method

- i. An Evaluation Committee to be constituted by the PCCF & HoFF, Assam, will evaluate the technical bids of the bidders. Then the financial bids of only technically qualified bidders will be evaluated.
- ii. The Evaluation Committee will examine the bid document submitted by each bidder whether all required documents have been submitted as per the tender document like EMD, Technical documents specified in the tender document. If there are any discrepancies or mismatch in the documents submitted by the bidder, The Committee shall reject the bids and the grounds for such rejection shall be recorded in the Evaluation Report.
- iii. The Evaluation Committee may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.
- iv. The Evaluation Committee shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these, as substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. The determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- v. If a bid is not substantially responsive, it will be rejected by the Committee and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- vi. The CEO, Assam CAMPA reserves the right to accept any bid or to cancel/abort the bid process and reject all bids at any time prior to award of contract, and Client shall not be liable for any cost incurred by the affected bidder.
- vii. Arithmetical error will be rectified on the basis of details provided in the Proposal. If there is a discrepancy between words and figures, the amount in words will prevail.
- viii. Technical Evaluation: Evaluation Committee constituted by the PCCF & HoFF, Assam will examine the eligibility of the bidders as per the tender document. Bids of the bidders, not satisfying the eligibility criteria and any technical deviation in the items quoted and not quoted shall be rejected. The Committee may ask for additional information from the bidders. On request from the Committee the bidder may have to produce additional information. The time limit in which the bidders have to submit additional information shall be decided by the Committee and its decision shall be final in this regard.
- ix. Technical Evaluation Criteria: Technical Evaluation will be carried out based on Technical Bid Evaluation Sheet specified in Annexure. The bidder scoring a technical score of 70 or more will be considered a technically qualified bidder which will then be considered for financial evaluation. The bids will be rejected if the technical score is below 70 points.
  - a. Financial Evaluation: Financial bids of only technically qualified bidders shall be evaluated. The Evaluation Committee shall follow a best value bid selection process, based on the quality and cost. The overall rating for the bidders shall be done on the basis of weightages to be assigned as described below:
    - i. Technical score - 80%
    - ii. Financial score - 20%
    - iii. The Overall score =  $TS*0.8 + FS*0.2$ , adjusted to 2 decimal places.
    - iv. In case of a tie in the overall score, the bidder with the superior Technical Score (TS) will supersede the other Bidder.

#### 4.7 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. Any bid valid for a shorter period may be rejected as non-responsive.
- b. In exceptional circumstances, the CEO, Assam CAMPA 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 email).

#### 4.8 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 Evaluation Committee 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 Evaluation Committee or CEO Assam CAMPA Project to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

#### 4.9 Right to Terminate the Process

- i. The right of final acceptance of the tender is entirely vested with the CEO, Assam CAMPA, which reserves the right to accept or reject any or all of the tenders without assigning any reason whatsoever.
- ii. There is no obligation on the part of the Panel or the CEO, Assam CAMPA to communicate with rejected Bidders.
- iii. Bid Security and its Amount (Earnest Money Deposit -EMD): Bidders shall submit, along with their Bids, Bid security or EMD of Rs50,000 (in words Rupees fifty thousand only), through Bank draft as indicated in the Data Sheet along with Cost of tender documents of Rs 1,000 (Rupees one thousand only) which is non –refundable.
- iv. The EMD would be refunded to all unsuccessful bidders automatically after the completion of the technical evaluation. 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.
- v. Bid without adequate bid security/ EMD and cost of tender document will be rejected without any correspondence with the bidder concerned.
- vi. The above EMD held by the the CEO, Assam CAMPA till it is returned to the unsuccessful Bidders will not earn any interest thereof.

#### 4.10 Bid Opening

- i. The tenders will be received up to date and time mentioned in the Data Sheet. The Technical Bids will be opened **on** Day, Date indicated in the Data Sheet, by **the Evaluation Committee** in presence of those Bidders or their authorized representatives who may be present at the time of opening.
- ii. 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 Evaluation Committee and displayed on the <https://forest.assam.gov.in> by date indicated in the Data Sheet.
- iii. The Financial Bids of technically qualified bidders alone will be publicly opened at date and time indicated in the Data Sheet.

#### 4.11 Tender Rejection Criteria

- i. 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.
- ii. Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.
- iii. Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- iv. 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 Evaluation Committee reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- v. Tenders submitted without the enclosures to prove the Bidder's specific experience in certification projects, Order Value of completed projects and projects in hands and 'Proposed Methodology' will be liable for rejection.
- vi. Tenders submitted without audited financial statements of the Bidder are liable for rejection.

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

#### 4.12 Technical Bid Evaluation Criteria

Evaluation Criteria	% of marks
(i) Experience in the field of Forest Certification projects completed, specifically with respect to Standards in India. Priority to certification bodies having ongoing projects with forest departments/government bodies in India.	Max marks 25
(ii) Consultancy in Forestry project of size Rs 10 crore completed in India, with consultancy fee at least Rs 1 crore.	Max marks 10
(iii) Rs. 1 crore, average annual turnover of the bidder during last 3 years (2016-17, 2017-18 & 2018-19).	Max marks 15
(iv) Manpower resources to be assigned to the project including CVs of the Project Team (At least 3 key experts)	Max marks 25
(v) Proposed Approach, Methodology and Work Plan	Max marks 15
(vi) Presentation of the project proposal before the Technical Committee	Max marks 10
<b>Total</b>	<b>100</b>

- a. The Panel will invite the eligible bidders to make a presentation at a date, time and location to be informed by the CEO, Assam CAMPA. The purpose of such presentations would be to allow the bidders to present their proposed Approach, Methodology & Work Plan to the Committee and the key points in their proposals.
- b. The Evaluation 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 their proposal. The Evaluation 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 70 or above, will qualify for the evaluation in the financial process.**
- e. The CEO, Assam CAMPA has the sole authority to have contract discussion with the successful bidder.

## **5 Award of contract**

### **5.1 Letter of Acceptance**

After successful completion of the contract discussion, if held, a Letter of Acceptance of tender will be issued to the successful Bidder by the CEO, Assam CAMPA.

### **5.2 Transfer of Documents**

After successful selection of CB and receiving a Letter of Acceptance, the Evaluation Committee will hand over all the documents to the CEO, Assam CAMPA.

### **5.3 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.

### **5.4 Signing of Contract**

- a. The successful Bidder should execute an agreement on a 100-rupee stamp paper for the fulfillment of the contract with the CEO, Assam CAMPA at the time of execution within one week from the date of receipt of the Letter of acceptance issued by the CEO, Assam CAMPA. If the same is not executed within one week, the EMD of the Bidder may be forfeited and their tender will be held as non-responsive.
- b. The expenses incidental to the execution of the agreement shall be borne by the successful Bidder.
- c. Work engagement of the successful bidder will be for a period of 5 years subject to discretion of the CEO, Assam CAMPA.

### **5.5 Performance Bank Guarantee (PBG)**

- a. The successful bidder shall at his own expense deposit with the CEO, Assam CAMPA within 15 working days from the date of receipt of the letter of acceptance issued by the CEO, Assam CAMPA 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 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 first year of the contract period subject to submission of all relevant reports to satisfaction of the CEO, Assam CAMPA.
- 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.

### **5.6 Release of Work Order**

After the execution of the agreements specified in the Tender Document and after receipt of the PBG, the CEO, Assam CAMPA will issue the formal work order to the successful Bidder.

### **5.7 Execution of Work Order**

The successful Bidder should nominate and intimate to the CEO, Assam CAMPA 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.

### 5.8 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. The bidder shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

### 5.9 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 CEO, Assam CAMPA shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

### 5.10 Delivery Schedule

Sl. No.	Activities	Timeline
1	Successful submission of Pre-Assessment report	3 months from the date of agreement
2	Successful submission of Full Assessment report	9 months from the date of agreement
2	Successful submission of Annual Audit Report for four (4) annual audits	3 months from the date of annual audit

### 5.11 Service Level Agreement (SLA) & Penalty clause

Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement. The service level shall be tracked on a periodic basis and have penalty clauses on non-adherence to any of them.

Penalties for delay in project schedule:

Delay in weeks	Penalty
Up to 1	2% of Contract value
Up to 2	4% of Contract value
Up to 3	6% of Contract value
More than 4 weeks	10% of Contract value

### 5.12 Payment Schedule

Sl. No.	Activities	% of Payment to be released
For Pre-Assessment and Full Evaluation		
1	Successful submission of Pre-assessment Report	20 % of Contract value
2	Successful completion of audit & field visit	30 % of Contract value
3	Successful submission of Full Assessment report	50 % of Contract value
For Annual Surveillance Audit		
1	Before commencing field visit for annual audit	50% of Annual Audit Cost
2	Successful submission of Annual Audit Report	50 % of Annual Audit Cost

### 5.13 Termination of Services

CEO, Assam CAMPA reserves the right to terminate the services of the certification body, if it finds the work unsatisfactory, at any stage during the contract period by giving a notice of fifteen (15) days.

The CB 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.

#### 5.14 Force Majeure

The CB 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 CEO, Assam CAMPA, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the CEO, Assam CAMPA.

#### 5.15 OTHER TERMS AND CONDITIONS

- a. During the execution of the Project, the CEO, Assam CAMPA reserves the right to issue advice and direction to the CB or request additional information or clarification from the CB. 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 CB.
- b. All supporting materials (including all data, material, and documentation originated and prepared for the CEO, Assam CAMPA /Assam Forest Department pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery the CEO, Assam CAMPA 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 CEO, Assam CAMPA reserves the right to reject any or all the tenders without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the CEO, Assam CAMPA /Assam Forest Department for good and sufficient reasons.
- e. The CEO, Assam CAMPA 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 the respective state only and the Courts at Guwahati only shall have jurisdiction in relation thereto.

## 6 Annexures

Annexure – I

**PART 1. Technical Bid Format**  
**General Information about the Organization**

S. No.	Particulars	Details to be furnished	
<b>Details of the Bidder (Organization)</b>			
1.	Name		
2.	Address		
3.	Telephone	Fax	
4.	E-mail	Website	
<b>Details of Authorized person</b>			
5.	Name		
6.	Address		
7.	Telephone	E-mail	
<b>Information about the Organization</b>			
8.	Status of Organization (Public Ltd./ Pvt. Ltd/ Institution/ University etc.)		
9.	Details of Registration of Organization(Provide Ref e.g., ROC Ref)	Date	
		Ref	
10.	Total number of Professionals available withbidder.		
11.	Locations and addresses of offices (in Indiaand overseas)		
12.	GST Registration Number		
13.	PAN Number		
14.	Enclose latest ITR		

---

**Signature of the Bidder**

**Summary of Similar (Forest Certification) Projects implemented**

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

---

**Signature of the Bidder**

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

Sl. No.	Item	Details
<b>General Information</b>		
1.	Customer / Name of Govt. Dept/ PSU etc.	
2.	Name of contact person and contact details	
<b>Project Details</b>		
3.	Name of the Project	
4.	Start Date/ End date	
5.	Current status	
6.	Contract tenure	
<b>Project size</b>		
7.	Contract value (Rs. In lakhs)	

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

**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 assignment (**Use separate tables for each person**).

<b>S. No.</b>	<b>Item</b>	<b>Details</b>
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	
11.	Educational qualifications (Ph D/ Post Graduate/ Graduate/ Others) with subject relevant to the assignment	

---

**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.

## PART 2: Financial Bid Format

Activities	Price (Rs.)	Remarks
Pre -assessment& Full-Evaluation (2019-20)		
1 <sup>st</sup> Annual Surveillance Audit(2020-21)		
2 <sup>nd</sup> Annual Surveillance Audit 2021-22)		
3 <sup>rd</sup> Annual Surveillance Audit 2022-23)		
4 <sup>th</sup> Annual Surveillance Audit (2023-24)		

1. All prices should be in INR and shall be specified in both figures and words.
2. Bidder must bifurcate financials under the following heads:
  - a. Scope of work
  - b. Travel
  - c. Any additional fee

**Total Amount (both in figures and words):**

---

**Signature of the Bidder**

Proposed Approach, Methodology & Work Plan (Not more than 900 words):

*Approach & Methodology:* Here explain your 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. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Staffing for training if required, should also be explained.

*Work Plan:* You should also propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates. The proposed work plan should be consistent with the technical approach and methodology. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the timeline of delivery indicated in the tender.

*Staffing:* You should also propose the structure and composition of your team. You should list the main disciplines of the assignment, the Key Experts and Non-Key Experts, and proposed technical and administrative support staff.



<End.>