



Uttar Pradesh Forest Corporation

Aranya Vikas Bhawan,
21/475, Sector 21, Indira nagar, Lucknow-226016,
website: www.upforstcorporation.co.in

Letter no. P- 9667 /NCCF-PEFC

date: 08/03/2021

SHORT TERM TENDER NOTICE

Managing Director, Uttar Pradesh Forest Corporation (UPFC) hereby invites techno-financial proposals from expert Certification Companies working in the area of Forest Certification and related fields for undertaking Annual Surveillance Audits for **NCCF-PEFC** certified 41 forest division of Uttar Pradesh Forest Corporation.

Techno-Financial proposals are invited through e-tendering process on <https://etender.up.nic.in> and detailed tender documents can be downloaded from the same. Alternatively, the tender document can be downloaded from UPFC website www.upforestcorporation.co.in. Last date for submission of proposals is 18th March 2021.

Managing Director

U. P. Forest Corporation

LIST OF IMPORTANT DATES

NOTICE FOR INVITING TECHNO-FINANCIAL PROPOSALS

Tender No. P- 9667 /NCCF-PEFC Dated 08 /03/2021

S. No.	Description	Date
1	Date of issue of tender notice	08/03/2021, 06:00 PM
2	Period for downloading of on-line tender documents	08/03/2021 6:00pm to 18/03/2021 12:00 noon
3	Online Proposal Submission start date	08/03/2021 from 07:00 PM onwards
5	Online proposal submission deadline	18/03/2021 till 12:00 Noon
6	Deadline for receiving hard copies (Technical proposal only)	18/03/2021 till 12:00 Noon
7	Date and time of opening of technical proposal online and in hard copies	18/03/2021 at 12:00 PM
8	Date and time of opening of Financial Bids	23/03/2021 at 03:00 PM



Uttar Pradesh Forest Corporation

(SHORT TERM TENDER)

REQUEST FOR PROPOSAL THROUGH E-TENDER

For

ANNUAL SURVEILLANCE AUDIT OF NCCF-PEFC CERTIFIED 41 FOREST DIVISIONS OF UTTAR PRADESH.

TENDER DOCUMENT

(Download and attach duly signed copy of this entire document as part of your technical proposal)

RFP E-TENDER NO. _____

Cost of Tender Document Rs 5900/-
(INR Five Thousand Nine Hundred only)
(Inclusive of 18% GST)

Uttar Pradesh Forest Corporation



OFFICE OF THE MANAGING DIRECTOR U.P. FOREST CORPORATION, LUCKNOW

NOTICE for INVITING Techno-Financial Proposals through short term E- TENDER process

TENDER NOP- 9667 / NCCF-PEFC Dated 08 /03/2021

Managing Director, Uttar Pradesh Forest Corporation, Lucknow (hereinafter referred to as UPFC) invites Techno-financial proposals from expert Certification Companies working in the areas of Forest Certification of any scheme, and related fields, for undertaking Auditing services towards Annual Surveillance Audits of Network for Certification and Conservation of Forests (NCCF) - Programme for the Endorsement of Forest Certification (PEFC) certified 41 forest divisions of Uttar Pradesh Forest Corporation.

Cost of RFP Document = INR 5900/- (Five thousand nine hundred per submission). This cost is inclusive of INR 900/- GST @ 18%.to be deposited online through RTGS or Net Banking

Earnest Money Deposit (EMD) = INR 50,000 (Fifty Thousand only) to be deposited as a Demand Draft.

Last Date for Submission of Proposals = 12:00 pm IST, 18th March, 2021.

Mode of Submission = Online, through <https://etender.up.nic.in> portal. Bidders are required to create their login on this portal. The portal contains all details for login creation and tender submission process.

Section 1 Terms and Conditions

1. General

This tender document consisting of qualifying information, eligibility criteria, set of terms and conditions of the contract and other related details can be downloaded from the website <http://www.etender.up.nic.in> as per the following schedule .The details are also uploaded on UPFC's website- www.upforestcorporation.co.in.

S. No.	Description	Date
1	Date of issue of tender notice	08/03/2021, 6:00 PM IST
2	Period of downloading of on-line tender documents	08/03/2021 6:00 pm to 18/03/2021 till 12:00 noon
4	Online Proposal Submission start date	08/03/2021 from 07:00 PM IST
5	Online Proposal submission last date	18/03/2021 till 12:00 PM IST
6	Deadline for receiving of hard copies (Technical Proposals only)	18/03/2021 till 12:00PM IST
7	Date and time of opening of technical proposal online and in hard copies	18/03/2021 at 12:00 PM IST
8	Date and time of opening of financial bid online	23/03/2021 at 3:00 PM IST

Technical Bid of only eligible, responsive bidders (refer section 3) who qualify for the Minimum Eligibility Criteria shall be opened online on the date mentioned above, at the office of Managing Director, Uttar Pradesh Forest Corporation, Lucknow. In case of any unavoidable circumstances, the tenders shall be opened on the next working day or any subsequent date convenient to the Managing Director, Uttar Pradesh Forest Corporation, Lucknow.

2. Submission of Bid/Tender

- 2.1. Quality cum Cost Based System (TWO envelope bid System) will be followed for evaluation. The bids are to be submitted online at etender.up.nic.in. **The online bid shall comprise two parts: Technical Bid and Financial Bid. Technical Bid is to be submitted both online and in hard copy. Financial Bid is to be submitted online ONLY.** The Technical bid shall be opened first and evaluated for eligibility and qualification. The financial bid of only eligible bidders, who qualify with minimum 70% marks in the Technical Bid evaluation process, shall be opened online on the date notified, in the office of Managing Director, Uttar Pradesh Forest Corporation, Lucknow.
- 2.2. It should be noted that the bids are to be submitted online on etender.up.nic.in. However, bidders are also required to **submit sealed hard copies of all Technical bid documents (Technical Bid Only)** so as to reach the office of The Managing Director, Uttar Pradesh Forest Corporation, Lucknow by **18.03.2021, 12.00 PM IST**.
- 2.3. If any conflicting/contradictory information is found between the online submitted bid and hard copy of the bid (submitted by the bidder), the online version will hold true and will be considered for evaluation.
- 2.4. Bidder, so selected, through this process would be required to start the work within 7 working days of award of the contract, failing which the Managing Director, U.P. Forest Corporation is at liberty to cancel the said contract. An undertaking of the same should be attached with the Technical bid document.

3. Criteria for Eligibility

Techno-Financial proposals from Forest Certification Companies/Firms/Certifying Bodies (Hereinafter referred to as Bidder) are invited online at <http://www.etender.up.nic.in>. Proposals of only eligible bidders will be evaluated. The eligibility criterion is as follows:

- 3.1. The bidder should be a Certification Body (CB) duly accredited by NCCF-PEFC, or the bidder should be an Indian Representative firm of an NCCF-PEFC accredited CB, duly authorised to issue NCCF PEFC Certification.
- 3.2. The bidder should have its office in India.
- 3.3. If the CB does not have an office in India, they are eligible to submit their bid through their Indian representative (IR) firm/company. In such cases the Indian Representative firm will be the 'bidder' and NOT the Certifying Body. A copy of a valid Regional Representation Agreement signed between the CB and IR firm should be submitted as part of Technical Bid.
- 3.4. The bidder should have relevant work experience of minimum 2 years in forest certification (under any scheme) in India.
- 3.5. The bidder should have experience in preparation of documents and handling of processes, as stated in the deliverables.
- 3.6. Technical proposals of CB (and their IR) shall be evaluated for eligibility as follows:

Bidder Profile	Minimum Turnover	Minimum Experience	Accreditations
If CB has its office in India:			
Certifying Body	INR 50 lakh per annum for last 2 FYs	2 years in forest certification (under any scheme) in India	NCCF-PEFC Accredited certifying agency/body
If CB does not have an office in India:			
Certifying Body	INR 50 lakh per annum for last 2 FYs	2 years in forest certification (under any scheme)	NCCF-PEFC Accredited certifying agency/body
CB's Indian Representative Firm	Average annual turnover of INR 50 lakh per annum for last 2 FYs	2 years in forest certification (under any scheme) in India	NCCF-PEFC Accredited Auditing firm

- 3.7. Applicants having any kind of ban or preconditions/rider imposed by NCCF-PEFC are excluded from this bid and their bid will not be evaluated.
- 3.8. Applicants having any kind of moratorium on desired works in recent two years are excluded from the bid and their bid will not be evaluated.

4. Technical Bid

The technical proposal must not contain any pricing information. The Technical Bid should consist of following, in the prescribed formats as given in section 4 of this document:

- 4.1. Bid Format forms G1, G2, and G3.
- 4.2. General Information about the Organization – Form A
- 4.3. Financial Information about the Organization – Form B
 - 1.1. Summary of Similar Projects Implemented – Form C in at least last Two Years
- 4.4. Details of Similar Projects Implemented – Form D1, D2,D3..... in at least last Two years.
Bidders will need to list out and give the status of past and present projects of similar nature undertaken with the Government sector/ private Sector during the last 24 (Twenty Four)

months or more. List of such work along with present status needs to be submitted for lending credence to those claims.

- 4.5. CVs of the Project Team – Form E1, E2, E3bidders will need to furnish a list of their qualified lead auditors for the current assignment and list the details of their past assignments of similar nature along with the capacity in which they undertook these assignments.
- 4.6. Proposed Methodology – Form F1, F2, F3 the bidder is required to provide their methodology for completing tasks defined under scope of work for this tender.
- 4.7. Letter of Undertaking as per clause 2.4 of Section-1.
- 4.8. Additional Information, if any (optional) - Separate sheet to be attached
- 4.9. In submitting additional information, the same may be marked as Supplementary to the required response.

5. Financial Bid

The Financial Bid or Bill of Quantity (BOQ) as per the prescribed format in the (Section 4) should be filled up online ONLY. The financial bid should not contain any other information except for the pricing details in the prescribed format.

6. Submission of Proposal in Hard Copy (Technical ONLY)

The Hard (Physical) Copy of Proposal should be submitted in a sealed outer cover and should contain the following documents:

- 6.1. The Application Form Document, duly signed by an authorized representative of the bidder, on all pages as an acceptance of terms and conditions by the bidder.
- 6.2. The cost of the **application form by way of RTGS/NEFT transfer only**, the proof of transfer is to be attached online and enclosed with the hard copy.
- 6.3. EMD amount of INR 50,000.00 (Fifty Thousand Only) in the form of Demand Draft .The scanned copy of the demand draft should be attached online and the original demand draft should be enclosed with the hard copy.
- 6.4. Covering letter of the Proposal must be signed with the Bidder's name and by a representative of the Bidder, who is authorized to submit the proposal to UPFC.
- 6.5. All documents listed under Section 1 Clause 4 of this tender document.
- 6.6. Any other information that is required to be submitted in the proposal process except Financial Bid Documents. **The Hard Copy should NOT contain any pricing information or the Financial Bid. Financial Bid is to be submitted online ONLY.**
- 6.7. All technical bid documents required under Section1, Clause 4 are to be placed in a sealed Envelope. This sealed envelope along with other documents, as required under Section 1 clause 6 of this document, are then to be placed inside an Outer Cover and sealed.
- 6.8. The Outer Cover should be super scribed as '**Tender Response: Proposal forANNUAL SURVEILLANCE AUDIT OF PEFC CERTIFIED 41 FOREST DIVISIONS OF UTTAR PRADESH**'
- 6.9. The address of the bidder should be clearly written on the outer cover. The covers received without superscription are liable for rejection.
- 6.10. Proposals not submitted as specified in the above clauses will be summarily rejected.
- 6.11. U.P. Forest Corporation will not accept delivery of proposals by fax or email. Proposal received by facsimile/email shall be treated as defective, invalid and rejected. All the proposal submitted online and in hard-copy should be submitted as per the timeline given in Section 1 clause 1
- 6.12. The bid consisting of the documents listed under Clause 4 and Clause 6 of Section 1 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.

7. Period of Validity of Proposals

- 7.1. The bid submitted by the bidder shall be valid for a period of 180 (one hundred eighty) days from 18/03/2021. A proposal valid for a shorter period may be rejected as non-responsive.
- 7.2. In exceptional circumstances, the U.P. Forest Corporation may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto will be made in writing (or by fax or email).

8. Right to Terminate the Bid Process

The right of final acceptance of the techno-financial proposals, received as response of this Tender Document, is entirely vested with the Managing Director, U.P. Forest Corporation, who reserves the right to accept or reject any or all of the proposals in full or in parts without assigning any reason whatsoever. There is no obligation on the part of the U.P. Forest Corporation to communicate with rejected Bidders

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

- 9.1. EMD amount of Rs. 50,000 (INR Fifty thousand only) is to be paid through demand draft, drawn in favour of "Managing Director, Uttar Pradesh Forest Corporation" payable at Lucknow. The scanned copy of the demand draft should be attached online and the original demand draft should be enclosed with the hard copy of Bid as per clause 6 Section 1 of this document.
- 9.2. The proof of EMD should be uploaded while submitting a proposal online through e-tender site <https://etender.up.nic.in>.
- 9.3. The EMD would be refunded to all unsuccessful bidders within a reasonable time, on application. The EMD of the successful bidder would be adjusted towards partial fulfilment of the requirement of Performance Guarantee with reference to the deliverables and time frame specified and will be returned only after the successful fulfilment of the Contract.
- 9.4. Bid without adequate bid security/EMD shall be rejected without providing any opportunity to the bidder concerned.
- 9.5. The above EMD will be held by U.P. Forest Corporation till it is returned to the unsuccessful Bidders and will not earn any interest thereof.

10. Cost of the Application Forms

- 10.1. The tender forms are available on etender.up.nic.in The cost for the tender is non-refundable and is Rs.5900.00 (Rupees Five Thousands nine hundred only including GST) to be paid through RTGS/NEFT/IMPS in account of Managing Director, U. P. Forest Corporation Account number 068402000000369 Bank name Indian Overseas Bank IFSC code IOBA0000684. The proof of payment for Cost of form should be uploaded while submitting a proposal online through e- tender site <http://www.etender.up.nic.in>.
- 10.2. The Application Form is not transferable to any other bidder.

11. Bid Opening

- 11.1. The applications received up to 18/03/2021 at 12:00 Noon IST only, will be considered .The Technical Bids will be opened on 18/03/2021 at 03:00 pm IST by the committee, for e-tendering of U P Forest Corporation in presence of Bidders or their authorized representatives who may be present at the time of opening.
- 11.2. The Technical Bids will then be evaluated by the Managing Director, UPFC as per the eligibility and responsiveness criteria specified in the Tender.

11.3. Technical bids of only eligible and responsive bidders will be evaluated for technical score as per the evaluation criteria specified in this tender document.

11.4. The Financial Bids of technically qualified bidders only, will be opened on date (23/03/2021) at 05:00 PM. IST at the office of Managing Director, UPFC.

12. Bid Evaluation

12.1. From the time the proposals are opened to the time the contract is awarded, any effort by the bidder to influence Uttar Pradesh Forest Corporation in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal. To assist in the evaluation, comparison or contract award decision, Uttar Pradesh Forest Corporation may, at its discretion, ask the Bidders for a clarification / presentation of its Proposal. All expenses in this regard will be borne by Bidders themselves. The request for clarification and the response shall be in writing.

12.2. Since Financial Proposals are online and shall be opened on due date, Evaluators shall have no access to the financial proposals until after the technical evaluation.

12.3. The financial proposal will be opened in attendance of all the technically qualified bidders/applicants after evaluation of technical proposal on a due date. The combined score of technical and financial bids will be evaluated and the highest ranked institution/applicants/bidders will be notified to complete formalities for contract award. The detailed methodology of the evaluation is given in section 3 of this tender document.

13. Application Rejection Criteria

13.1. The bids not containing Application Form cost and EMD amount will be summarily rejected.

13.2. Bids not submitted in the form specified as per the format given in this Tender Document will be summarily rejected.

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

13.4. Proposals with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the requirements of this tender, the Managing Director, U.P. Forest Corporation reserves the right to reject any or all the proposals without assigning any reason whatsoever.

13.5. Bids 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.

13.6. Bids submitted without audited financial statements of the Bidder are liable for rejection.

13.7. In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this Tender Document, the bids are liable for rejection.

13.8. Incomplete bid documents will be treated as non-responsive offers and the application is liable for rejection.

14. General Conditions

14.1. The Earnest Money Deposit instrument of the successful bidder will have to be replaced with Performance Security Deposit of 5% of the contract value in the shape of Bank Guarantee /Fixed Deposit Receipt within seven working days from the date of issue Letter of Invitation (LoI)

14.2. In case the Successful Bidder fails to deposit the Performance Security Deposit as mentioned above within the stipulated time, UPFC may extend the offer to the 2nd Bidder subsequently.

14.3. UPFC shall not be responsible for any technical error or delay in submission of online bids due to any reason.

- 14.4. UPFC can modify the terms and conditions, specification of work if need arises before the deadline date of receipt of tenders and such modifications will be duly informed through public notice.
- 14.5. The bidders are advised not to make any change in specification of proposal format. In no case they should attempt to create similar Specification/Template manually. The specifications as mentioned in this document should be used for filling the tender documents.
- 14.6. The date of start of work shall be reckoned within seven working days from the date of issue of work order.
- 14.7. The successful bidder shall have the agreement drawn within 07 (seven) working days from the date of issue of Letter of Invitation (LOI).
- 14.8. In case of delay in completion of the work beyond stipulated period of completion, a penalty up to 10% of the contracted cost may be imposed.
- 14.9. Suitable time extension may be granted in case of increase of scope of the work and in the event of delay beyond the control of the bidder to be determined by the UPFC.
- 14.10. Validity of Tender will be 180 days from 18.03.2021.
- 14.11. Time of Completion of the work will be as per contract.
- 14.12. The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how these would be involved in this work.
- 14.13. The bidder shall be solely responsible for any kind of untoward incident, theft, accident of any person or property owned by the bidders.
- 14.14. The EMD of the unsuccessful bidders shall be released after commencement of the work
- 14.15. Confidentiality of the Information relating to evaluation of proposals and recommendations concerning award of contract shall not be disclosed to the applicants/bidders who submitted the proposals or to other persons not officially concerned with the process.
- 14.16. The UP Forest Corporation may terminate the contract if the bidder causes a fundamental breach of the contract.
- 14.17. The tender is liable to rejection if it does not fulfil the requirements as laid down in this RFP.
- 14.18. Managing Director, Uttar Pradesh Forest Corporation reserves the right to cancel the bid at any time without giving any explanation.
- 14.19. In case of any dispute, the legal jurisdiction would be at Lucknow, Uttar Pradesh.

15. Contract Negotiation

- 15.1. Contract Negotiations with the winner bidder (after technical and financial evaluation) will be held at the office of the Managing Director Uttar Pradesh Forest Corporation, 21/475 Aranya Vikas Bhawan, Indira Nagar -226016 with the Managing Director UPFC.
- 15.2. Negotiations will include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the bidder to improve the work process and mode of payments. The UPFC and bidder will then work out agreed final project timelines, bar charts indicating activities (work plan), and Management communication process. The agreed work plan will then be incorporated in the "Scope of Services" as a part of the contract. Special attention will be paid to optimizing the required outputs from the bidder. All the payment and costing will also become a part of the contract as appendices. It should be noted that there shall be no negotiation on cost of the work after the letter of Invitation/Work Order is released.
- 15.3. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the UPFC and the Bidder will initial the agreed work agreement. If negotiations fail, UPFC will invite the bidder that received the second highest score to contract negotiations after due concurrence from the Managing Director, UPFC.

16. Force Majeure

The Bidder 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 U.P. Forest Corporation, or cancellation of the work order. Such cancellation would be without any liability whatsoever on the part of U.P. Forest Corporation.

17. Other Terms And Conditions

- 17.1. During the execution of the Project U.P. Forest Corporation reserves the right to issue advice and direction to the bidder or request additional information or clarification .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 bidder.
- 17.2. Post the pre-assessment evaluation, U.P. Forest Corporation requires the bidder to inform and explain in person the gaps identified against the NCCF-PEFC Standards. The kind and nature of gaps identified may need to be explained in detail by the bidder/ certification body to the top management as well as the line managers and other personnel whosoever might be involved in the process at various stages of conceptualization and/or implementation. Field level corrections or gap identification and remediation would be done by field personnel; therefore U.P. Forest Corporation if required might ask the Certification body to conduct the clarification process in the field.
- 17.3. All supporting materials (including all data, material, and documentation originated and prepared for U.P. Forest Corporation pursuant to this RFP, and including correspondence relating to this RFP) shall, upon delivery to U.P. Forest Corporation become the property of the corporation.
- 17.4. The Bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- 17.5. U.P. Forest Corporation reserves the right to reject any or all the proposals without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions of RFP as deemed necessary in the best interest of U.P. Forest Corporation for good and sufficient reasons.
- 17.6. The UPFC 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.
- 17.7. 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 Lucknow only and the Courts at Lucknow only shall have jurisdiction in relation thereto.



Managing Director
Uttar Pradesh Forest Corporation
Lucknow

Section 2
Scope of Services

1. Background

U. P. Forest Corporation (UPFC) was awarded NCCF-PEFC Certificate in 2020 for Well Managed Forest for an area of 450408.31 hectare in 41 forest division, having certificate Code GIPL-FM-0001. These previously certified forest areas are all located in Meerut, Kheri and Gorakhpur Regions of UPFC spread across various Forest Divisions of Environment Forest and Climate Change Department, Uttar Pradesh (UPFD). Considering the benefits of this Certification, UPFC wishes to attain ASA of these certified areas towards maintaining the continuity of our certificate. The annual turnover of UPFC in FY 2018-19 was INR 2,85,25,76,785.

2. Scope of Work

The Bidder/Certification body / agency will be required to conduct Annual Surveillance audit towards maintaining validity of NCCF-PEFC certified 41 forest division. List of these division are as follows:

S. No.	Forest Division	UPFC Region	Forest Area (Hectare)	Strip Plantation Forest Area (Hec)	Total
1	Amroha Forest Division	Meerut	6129.89	78.50	6208.39
2	Rampur Social Forestry Division	Meerut	105.00	1256.54	1361.54
3	Moradabad Forest Division	Meerut	64.15	218.50	282.65
4	Sambhal Forest Division	Meerut	0.00	185.20	185.20
5	Meerut Forest Division	Meerut	788.30	753.87	1542.17
6	Hapur Forest Division	Meerut	1012.93	307.70	1320.63
7	Gautam Buddha Nagar Forest Division	Meerut	1719.36	512.00	2231.36
8	Bulandshahar Forest Division	Meerut	7762.57	788.65	8551.22
9	Baghpat Forest Division	Meerut	1229.30	525.70	1755.00
10	Ghaziabad Forest Division	Meerut	696.87	155.90	852.77
11	Bareilly Forest Division	Meerut	398.87	2510.80	2909.67
12	Budaun Forest Division	Meerut	6972.44	805.50	7777.94
13	Saharanpur Forest Division	Meerut	30.83	516.60	547.43
14	Muzaffarnagar Forest Division	Meerut	1469.09	293.17	1762.26
15	Shamli Forest Division	Meerut	5057.08	71.36	5128.44
16	Ayodhya Forest Division	Gorakhpur	3646.20	779.62	4425.82
17	Ambedkar nagar Forest Division	Gorakhpur	269.78	114.95	384.73
18	Azamgarh Forest Division	Gorakhpur	231.14	2157.04	2388.18
19	Mau Forest Division	Gorakhpur	665.79	620.39	1286.18
20	Ballia Forest Division	Gorakhpur	157.94	1653.80	1811.74

S. No.	Forest Division	UPFC Region	Forest Area (Hectare)	Strip Plantation Forest Area (Hec)	Total
21	Kushinagar Forest Division	Gorakhpur	382.40	897.70	1280.10
22	Devariya Forest Division	Gorakhpur	9.11	485.40	494.51
23	Siddharthanagar Forest Division	Gorakhpur	3052.22	644.80	3697.02
24	Sant Kabir nagar Forest Division	Gorakhpur	1369.41	987.28	2356.69
25	Basti Forest Division	Gorakhpur	5491.00	740.98	6231.98
26	Sohagi Barwa Forest Division	Gorakhpur	0.00	1386.39	1386.39
27	Hardoi Forest Division	Lakhimpur	11962.92	1237.45	13200.37
28	Sitapur Forest Division	Lakhimpur	4962.48	2670.40	7632.88
29	Pilibhit Forest Division	Lakhimpur	73142.00	310.71	73452.71
30	Shahjahanpur Forest Division	Lakhimpur	12103.00	650.07	12753.07
31	Bijnor Forest Division	Meerut	15595.00	726.56	16321.56
32	South Kheri Forest Division	Lakhimpur	42856.00	402.23	43258.23
33	North Kheri Forest Division	Lakhimpur	43968.00	127.61	44095.61
34	Gonda Forest Division	Gorakhpur	20293.00	25.25	20318.25
35	Bahraich Forest Division	Lakhimpur	12066.00	371.25	12437.25
36	Shrawasti Forest Division	Gorakhpur	17187.00	38.44	17225.44
37	Gorakhpur Forest Division	Gorakhpur	16389.00	297.25	16686.25
38	Suhelwa wildlife Division	Gorakhpur	23048.70	150.00	23198.70
39	Shiwalik Forest Division	Meerut	33326.00	0.00	33326.00
40	Naziabad Forest Division	Meerut	34846.00	0.00	34846.00
41	Katarniaghat Forest Division	Lakhimpur	13496.00	0.00	13496.00
Total			423952.76	26455.55	450408.31

3. Deliverables

Deliverables under Clause 2 (Section-2) of this tender document are as follows:

- 3.1. **Annual Surveillance Audit Reports** – Surveillance audits of the assessment regions against the NCCF-PEFC standards for continued compliance for the lifetime of the certificate.
- 3.2. **Proof of continuation of certificate** - The auditing agency is required to provide proof that the continuity of the certificate is maintained after completion of audit and for all 41 pre-certified regions.

Section- 3

Evaluation Criteria

1. Responsiveness of the bid/Proposal

- 1.2. Only the bids received within the submission deadline will be considered responsive. Bids submitted after due date or time will be summarily rejected.
- 1.3. Only bids received through e-tendering portal (<https://etender.up.nic.in>) will be considered responsive.
- 1.4. Bids received through fax or email will be summarily rejected.
- 1.5. Bids with validity less than 180 days will be treated as non-responsive offers and the application is liable for rejection.
- 1.6. Incomplete bid documents will be treated as non-responsive offers and the application is liable for rejection.
- 1.7. Bids received without EMD or Tender fee will be considered non-responsive.
- 1.8. Bids received without duly signed copy (on each page by authorised representative) of this tender document will be treated as non-responsive.
- 1.9. The technical proposal should not contain any financial information.
- 1.10. Bids without proof of power of attorney in the name of an authorized representative shall be treated as nonresponsive.
- 1.11. Only responsive bids will be considered for this tender.
- 1.12. Bids not containing all the forms prescribed in section 4 of this document will be treated as nonresponsive

2. Bid Evaluation

Managing Director, Uttar Pradesh Forest Corporation will carry out the evaluation of proposals on the basis of their responsiveness, eligibility. Each responsive eligible proposal will be given a technical score or rating and weighted score will be calculated in reference to the weight distribution as given in clause 6 of section 3. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the scope of works. The Financial Bids of only the technically qualified bidders will be evaluated. The Total Value of the Financial Bid shall be evaluated. However, U.P. Forest Corporation does not bind itself in any way to select the bidder(s) offering the lowest price (L1). Any factors that could affect or influence the valuation of the financial bids needs to be mentioned in the financial bid itself. However, these should be restricted to matters solely pertaining to the financial operations and should not include any parts whatsoever of the technical bid. U.P. Forest Corporation might take into account any or all of these factors if it finds the same favourable.

3. Technical Bid Evaluation Criteria

The technical bids of responsive and eligible bidders will be evaluated by UPFC. Bidders who have performed work of same or similar nature Government sector (State Government or PSUs working under state government) will be preferred. Bidders having local capacity and experienced professionals in Indian Forestry will be given preference. Applicants having maximum number of trained professional auditors, will be given preference. Lead auditors must have experience of Forest Management audits. Preference would be given to the audit team having greater experience in terms of audits.

S. No.	Evaluation Criteria	Maximum marks
1	Experience in the field of Forest Certification in India and abroad	25
2	Accreditation received from National Accreditation Board for Certification Bodies (NABCB).	5
3	Experience of the Certification bodies with Government Sector	5
4	Resources for handling the project including CVs of the Project Team.	15
5	Experience of Lead auditors in forest certification projects	10
6	Proposed Methodology	10
	Total	70

Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 70 points/Marks.

The bidders, who get a Technical score of 49 or above, will qualify the technical evaluation and their technical bids, shall be considered for evaluation. Bidders that receive a technical score less than 49 will be disqualified and their financial bids will not be considered for evaluation. UPFC may invite the technically eligible bidders to make a presentation on a date, time and location to be determined by UPFC. The purpose of such presentations would be to allow the bidders to present their proposed Approach and Methodology to UPFC and the key points in their proposals. The cost of such presentation shall be borne by the bidder.

UPFC 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 UPFC to state its requirements clearly and for the bidder to more clearly state their proposal. UPFC may seek input from other 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.

4. Financial Bid evaluation Criteria

- 4.1. The financial bid should be in the prescribed format as per Section 4 of this tender document and should be in Indian currency INR.
- 4.2. The financial bid should have itemised rate/fee.
- 4.3. The bidder must be able to receive payments in Indian Currency.
- 4.4. The bidder must be ready to receive payments in parts.
- 4.5. UPFC will not be liable for any further payment by the bidder to its partners/ parent company/international counterparts etc.
- 4.6. The responsibility of all taxes payments to concerned departments levied by the bidder from UPFC will lie with bidder and in case of any lapse the onus shall lie with the bidder
- 4.7. UPFC shall pay taxes (GST) to successful bidder as per applicable National Law.
- 4.8. The Cost quoted by the bidders should be without taxes. All payments shall be made in Indian Currency and to the Indian Company/Firm or entity. In case of Joint venture or Consortiums the payment will be made to the Indian Representative Firm.
- 4.9. The lowest bidder will be given the highest financial score of 30 and other bids will be given financial scores that are inversely proportional to their prices.

5. Bid Selection Method

The method of Evaluation shall be Combined Quality cum Cost Based System (CQCCBS) In CQCCBS system 70% weightage would be given for technical proposal and 30% weightage for financial proposal.

5.1. Evaluation as per Combined Quality cum Cost Based System (CQCCBS):

The financial proposals of only technically qualified Bidders as given in Clause-5 of section-3 of this tender document will be opened and will be ranked in terms of their total technical scores. Based on the criteria and the total score, the Technical Scores will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%. The proposal with the lowest cost shall be given a financial score of 30 and other proposals will be given financial scores that are inversely proportional to their prices. The total score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted score for quality and cost, the applicants/bidders shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The Organization/Institution securing the highest combined marks will be considered for award of the contract. An example of such evaluation is given as under:

Bidder	Proposal Evaluated Cost (PEC)	
A	120	
B	100	(LC) Lowest Cost
C	110	

Using the formula LC/PEC , where PEC stands for Proposal evaluated cost and LC stands for lowest cost among the Proposal Evaluated Costs. The following points are given to financial bids:

- A: $100 / 120 = 0.83$ points
- B: $100 / 100 = 1.00$ points
- C: $100 / 110 = 0.91$ points

In the combined evaluation, thereafter, the evaluation calculated the combined technical and financial score will be as under:

List of Proposal	Technical Score MM =70	Financial score MM=30	Total Score	Rank
1	2	3	4=2+3	5
Proposal A	49	$0.83 \times 30 = 24.9$	73.9	H3
Proposal B	52	$1.00 \times 30 = 30$	82.0	H2
Proposal C	60	$0.91 \times 30 = 27.3$	87.3	H1

Therefore, Proposal C at the evaluated cost of Rs.110, shall be declared as winner and will be recommended for contract award to the competent authority.

Section-4
Bid Formats

The information to be filled in by bidders in the following pages will be used for the purpose of basic-qualification of Bidders. This information will not be incorporated in the Contract. Attach additional pages as necessary. **The Bidder or his authorized representative should sign on each page of Bid including all Formats of the Bid Formats**

Form G1

Format for BASIC QUALIFICATION INFORMATION

1. MINIMUM ELIGIBILITY DOCUMENTS

G1.1	Name of Bidder (Company Name)	
G1.2	Contact Details of Bidder (Office Address, telephone no, Email)	
G1.3	Name of Authorized Representative of Bidder	
G1.4	Identity of Bidder (CB/Local Representative of CB/Other)	
G1.5	Name of Certifying Body that will be awarding Certificate	
G1.6	Address of Certifying Body That will be awarding certificate	
G1.7	Contact details of Certifying Body That will be awarding certificate (Personnel's Name, Phone, Fax and email)	
G1.8	Registration no. of Bidder (Company), Place of registration [attach certificate copy]	
G1.9	Cost Of Tender Document (Details of online payment in favour of Managing Director, Uttar Pradesh Forest Corporation, Lucknow)	
G1.10	Bid Security Deposit (EMD) (Details of DD pledged to the Managing Director, Uttar Pradesh Forest Corporation, Lucknow, drawn from any scheduled bank.)	
G1.11	PAN card number (attach proof)	
G1.12	GST Certificate no. (attach proof)	

Form G2
AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required bid document are true & correct.
2. The undersigned also hereby certifies that our firm M/S__ has never abandoned any work in any other Department nor any contract awarded to us for such works have been rescinded, during the lastTwo years prior to the date of this bid.
3. The undersigned hereby authorize (s) and request (s) any bank, person, firm or Corporation to furnish pertinent deemed necessary & requested by the department to verify this statement or regarding any (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the UPFC.

(To be signed by duly authorized
representative of Bid submitting
company)

(Name and Designation)

(Name of Bidding Firm/Company)

Technical Bid Format

Form-A

General Information about the Organization

- In case of Sole application/Bid one form may be filled.
- In case of IR and CB, fill each sheet as A1, A2, for each organization.

S.No.	Particulars	Details to be furnished
1.	Name (Of Company)	
2.	Office Address	
3.	Owner/ Local Representative: (Name and Designation)	
4.	Contact Details of Owner/Local representative	
5.	Total number of professionals available with bidder	
6.	Location and addresses of offices (in India and Overseas)	

Signature with date

Name

Designation

Form B

Financial Information (Please attach copies of Audited Financial Statements)

Year	FY 2018-19	FY 2019-20
Turn Over in INR		
Average Annual Turnover in last 3 years		

Signature with date

Name

Designation

Form C
Summary of Similar Projects implemented
(At least in Last Two Years)

Sl. No.	Name of the Client	Project Name	Start Date	End Date	Contract Value (In Rupees)
C1					
C2					
C3					
C4.....					

Note : Please provide details of the above projects in Form D accordingly. Form D1 for Project C1, Form C2 for project C2....and so on.

Signature with date

Name

Designation

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

Sl. No.	Item	Details
General Information		
1.	Client / Name of Govt. Dept/ PSU etc.,	
2	Country	
	Contact Details of Client	
Project Details		
3.	Name of the Project	
4.	Start Date/ End date	
5.	Current status	
6.	Contract tenure	
Project size		
7.	Contract Value in Rs(INR)	
8.	Total Cost of services Provided by the bidder Between 2018-19 to 2019-20	
Description of the services provided by the Bidder (Please also provide details in relevance to the scope of this RFP)		

 Signature of Bidder

Form E

CV of the Project Team

Give the profiles of key people/core members, including the Project Leader, key Experts who will be involved in the assignment

(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 Bidder

Form F1
Methodology and Work plan for clause 2 of section 2

Methodology:

Here in based on the Scope and works to be carried out applicants/bidder should explain their Methodology based on the technically acceptable approach. Applicant should also highlight the compatibility of those methodologies with the proposed approach in not more than 500 words

Work Plan:

- Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope and ability to translate them into a feasible work plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- Indicate all main activities of the assignment, including delivery of reports (e.g. inception, interim and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports and benchmarks separately for each phase.
- Duration of activities shall be indicated in the form of a bar chart, below is the indicative example.

S No.	Activity/Sub Activity	1 st Month				2 nd Months and so on			
		Week I	Week II	Week III	Week IV	Week I	Week II	Week III	IV Week
1									
2									
3									
4									
...									

 Signature of Bidder

Financial Bid Format

Cover Letter

To,

The Managing Director
U.P.Forest Corporation
21/475, Indira Nagar,
Lucknow

Subject: Financial Bid – Annual Surveillance Audit of PEFC Certified 41 Forest Divisions of
Uttar Pradesh.

Dear Sir,

We, the undersigned, offer to provide the services as per tender document of tender notice no.dated..... Our financial bid offer shall be binding upon up to expiration of the validity period of the proposal. We are hereby undertaking to abide by the conditions enunciated in the scope of the aforesaid tender document. We understand you are not bound to accept any proposal you receive. Should our proposal be selected, we are willing to accept payments in parts and as per terms to-be-defined in work agreement.

Yours sincerely,

Signature of Bidder with date

Name and Designation

Company Name

Company Address

Financial Bid Format

(The Bidder should submit their financial bid amount in absolute figures. quotations in any other form shall not be entertained. Totals Fee is to be expressed clearly in figures and words in the format given below. UPFC will deduct income tax at source from the bill claims as per applicable law)

We submit our best price for work defined under clause 2 of Section 2 of the tender document as follows:

SL No.	Item/ Service/Head Fixed Price	Cost Per Audit (INR)
1	Annual Administrative Fees(AAF)	
2	Audit Charges	
3	Certifying Body Administrative Charges	
4	Travel and Logistic Charges	
A	Total Quoted Fees for Annual Surveillance audit (per audit)	
	Grand Total (A)	

1. All prices are in INR
2. Total Price exclusive of taxes (Taxes will be paid extra as per law)
3. Total Amount (both in figures and words) : INR(fig.)

(.....)

Signature of the Bidder