

Government of Manipur
Office of PCCF & HoFF, Forest Department
Sanjenthong, Imphal, Manipur

E-Tender Notice (Request For Proposal)

Imphal, 18th November 2021

No. 8/45/2021/Forests(EAP/II): Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF), Forest Department, Govt. of Manipur invites Technical and Financial Proposals for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur undertaken through Forest Department, Govt. of Manipur as specified in this RFP Document.

The RFP document can be downloaded from website ww.manipurenders.gov.in with effect from 18.11.2021 and response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

Interested agencies are requested to submit the details through the e-Procurement portal as per the schedule indicated in the Data Sheet. Original hard copies of the Bid document shall also be submitted additionally by post (Registered/Speed) or by hand at the office of the Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF), Forest Department, Forest headquarters, Sanjenthong, Imphal- 795001, Manipur. However, submission of hard copies without submitting the bid through the e-procurement system mentioned above shall be rejected.

Based on the eligibility criteria as mentioned in the RFP, the applicant third party consultancy will be selected. The concerned authority reserves its right to cancel/modify this tender at any stage, without assigning any reason thereof.

For any further clarifications, please contact the Additional Principal Chief Conservator of Forests, A & P Manipur in Email at mn025@ifs.nic.in



(Dr. AK Joshi)

Principal Chief Conservator of Forests & HoFF
Government of Manipur

1.2 Data Sheet

S.No	Information	Details
1.	Tender reference No.	8/45/2021/Forests(EAP/II)
2.	Tender Fee/Cost of RFP document (Non-Refundable)	INR 5000/- to be paid through e-payment mode (NEFT/RTGS, Net Banking) only as per details given below Bank Account No. 34331811160 Branch name:- SBI, MG Avenue IFSC code:- SBIN0000092 Not applicable for Registered MSMEs
3.	Availability of the RFP document	From 18.11.2021 till 3.00 pm of 9.12.2021 through the website www.manipurenders.com and www.manipurforest.gov.in
4.	Last date and time for submission of pre-bid queries	3/12/2021 upto 5.00 pm.
5.	Place, Time and Date of pre-bid meeting.	Conference Hall, Forest Head Office, Sanjenthong 30/11/2021 at 2.00 pm
6.	Last date and time for submission of proposals (Technical and Financial) Online and hard copy.	9.12.2021 upto 3.00 pm
7.	Place, Time and Date of Opening of Technical Bids	Conference Hall, Forest Head Office, Sanjenthong at 3.30 pm on 9.12.2021
8.	Contact Person for queries	Smt. Soreiphy Vashum Designation: Additional Principal Chief Conservator of Forests, A & P Email id: mn025@ifs.nic.in Phone: 9436033832
9.	Address at which proposal in response to RFP notice is to be submitted.	www.manipurenders.gov.in and office of the Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF), Forest Department, Forest Headquarters, Sanjenthong, Imphal-795001, Manipur
10.	Bid validity	90 days, From date of financial bid opening
11.	Bid Selection Method	Quality cum Cost Based System (QCBS)



Request for Proposal
Selection of Consulting Agency for providing Project
Management Support for
Enhancing Livelihoods through Community Based
Watershed Development in Manipur,
Forest Department Government of Manipur



NIT:- 8/45/2021/Forests(EAP/II)

Forest Department,
Government of Manipur,
Forest Headquarters, Sanjenthong,
Imphal – 795001.
Manipur. India

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Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Forest Department, Govt. of Manipur or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by Forest Department, Govt. of Manipur to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Forest Department, Govt. of Manipur in relation to the subject and scope of work of this RFP. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.

Each Applicant should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions; assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Forest Department, Govt. of Manipur accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Forest Department, Govt. of Manipur, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or not, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

Forest Department, Govt. of Manipur also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicants upon the statements contained in this RFP. Forest Department, Govt. of Manipur may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Forest Department, Govt. of Manipur is bound to select an Applicant or to appoint the Selected Applicant, as the case may be and Forest Department, Govt. of Manipur reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Forest Department, Govt. of Manipur or any other costs incurred in connection with or relating to its Proposal.

1. Invitation for Proposal

1.1. RFP Notice

Notice Inviting RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

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10.	Bid validity	90 days, From date of financial bid opening
11.	Bid Selection Method	Quality cum Cost Based System (QCBS)

2. Project Profile & Background Information

2.1. Introduction

a. Background

Watersheds provide a multitude of ecosystem services for upstream and downstream people in Manipur. Forests and water are important natural resources for rural livelihoods and increasingly important for the recreation demand of a rapidly urbanizing society in Manipur. Forests provide a multitude of timber and non-timber products (NTFPs) and have a high biodiversity. Watershed management is important for rural and urban water security. However, forested watersheds continue to be degraded, and water scarcity is experienced due to limited management options and biotic, anthropogenic and climatic factors. This will increase the vulnerability of forest and aquatic ecosystems and rural populations unless adaptive measures are taken. Climate Change models have stressed the need for anticipatory and proactive adaptation strategies and policies to maintain the multiple functions of forest ecosystems.

In order to link the watershed infrastructure for enhancing the livelihood of related community and conceive a two-way conservation approach for both communities and environment, the project is designed as Enhancing Livelihoods through Community Based Watershed Development by Government of Manipur.

b. Goal & Objectives:

- Preparation of a comprehensive plan for Enhancing Livelihoods through Community Based Watershed Development
- Identification of deforested and degraded sites and geo-tagging;
- Implementation of afforestation plans by Artificial Regeneration, Natural Regeneration and Natural Regeneration supplemented by Aided-Natural Regeneration (AR, NR & ANR) with native and mixed species.
- Inventory preparation, Protection, Restoration, and Rejuvenation of spring sheds and watersheds by Soil and Moisture Conservation (SMC) solutions.
- Community based livelihood enhancement programs involving allied activities like agriculture, agro-forestry, horticulture, pisci-culture, piggery etc.

The Project envisages being in consonance with the UN Sustainable Development Goals (SDGs) with Goal 6 dedicated to the field of water and sanitation for all by 2030. The proposed project will help in contributing to the growth and awareness for regional development in the North-eastern region and will be counted as an example for other states. Helping the local economy; conservation of native crops and biodiversity to be conserved including human socio-ecology with minimization of migration. The entire region to be benefited from following an ecosystem approach to water management.

3. Pre-Qualification/ Eligibility Criteria

The Bidder is expected to submit the following supporting documents with respect to the below-mentioned eligibility criteria together with the Technical Proposal:

3.1. Pre-Qualification Criteria

S.No.	Basic Requirement	Eligibility Criteria	Documents Required
1	Legal Entity	The Bidder (lead and consortium – maximum of 2) should be registered in India under the Indian Companies Act 1956 or a partnership firm registered under the Limited Liability Partnership Act 2008 and should have operated in India for a minimum of 5 years in Business Consulting as on March 31, 2021.	Copy of Certificate of Incorporation/Registration and Form 3 under Section 10.1.3 of the Tender document
2	Average Annual Turnover	Average Annual Turnover of the bidder (lead bidder) from Indian operations in business consulting services should be a minimum of INR 25 crore during the last 3 (three) financial years ending March 31, 2021	Statutory Auditor Certificate with CA's Registration Number/Seal (Form 4A under Section 10.1.4 of the Tender document)
3	Net worth Certificate	The net worth of the bidder (lead Bidder), as on 31-Mar-2021, should be Positive and should be profit making	CA Certificate with CA's Registration Number/Seal (Form 4B under Section 10.1.5 of the Tender document)
4	Government Consulting Services	The bidder (lead bidder) should have experience of 5 consultancy assignments for Government/ Public Sector consulting services in India of which one should be towards project management consulting during the last 10 (ten) years.	Copy of the Work Orders/Contract agreement (Form 5 of 10.1.6 of the Tender document)
5	Northeast Experience	The bidder (lead or consortium) should have undertaken at least one PMU experience preferably in Northeast with minimum project size of INR 500 cr or above and consulting value of INR 20 cr	Copy of the Work Orders/Contract agreement

6	Non-Blacklisting/Debarment	Neither the Bidder should have been blacklisted, barred, or disallowed by any government authority or a Government Company (as defined in the Companies Act, 2013) or under any applicable law to bid for a project, procurement of goods or services.	A self-Declaration to this effect to be provided by the bidder (Form no 10 under Section 10.1.11 of the RFP)
7	Tax Registration	The bidder (lead bidder) should have a registered number of GST/Income Tax / Pan Number	Copies of relevant Certificates of registration
8	Power of Attorney	Special power of attorney on a non-judicial stamp paper of appropriate value authorizing the representative of the bidder to sign the bid against this RFP, including authorization from consortium/JV member.	Duly signed Power of Attorney (Form 8 and 9 under Section 10.1.9 and 10.1.10 respectively of the RFP)
9	Tender Fee and Processing Fee	Refer data sheet	e-payment Acknowledgment
10	Bid Security Declaration		A self-Declaration to this effect to be provided by the bidder. (Form no 12 under Section 10.1.13 of the RFP)
11.	Clearance Certificate/Receipt	The bidder shall submit GST clearance certificate and Professional Tax receipt from the Department of Taxes, Manipur as per OM no FR-8/1/2021-e-FD dated 1 st June 2021 of the Finance Department, Government of Manipur in case the bidder is registered in Manipur otherwise the bidder may submit copies of the latest GST return filing	Copies of the latest GST filing.

Technical Proposal of bidders will be evaluated only those who qualify the Pre-qualification criteria.

4. Scope of Work

The scope of work in this section is not exhaustive and the successful bidder shall have to undertake other tasks as may be necessary or incidental to accomplish the objectives outlined in this RFP.

The selected bidder is expected to provide consultancy services towards the achievement of the following objectives:

A. Concept Framework for enhancing the livelihood of communities through watershed management:

The overall development objective of the proposed Project is to address the effect of anthropogenic activities on the major watershed of the state by rejuvenating and regenerating them to prevent further degradation. The project is also expected to help local communities by reducing their dependencies on natural resources and providing them an alternative option with additional income generating avenues. Keeping in mind the same, a framework need to be developed where watershed rejuvenation and regeneration should be linked with identified livelihood promotion activities and requirements to nurture this new ecosystem. Consultants are expected to undertake following activity in designing the proposed concept framework: -

- Gather information and data on existing watershed landscape & infrastructure
 - Create an Inventory of watersheds and waterbodies
 - Analysis of collected data for gap assessment
 - Identification of cause and concerns for degradation & pollution of watersheds, spring shed and waterbodies
 - Identification of key stakeholders and communities.
 - Identification of type of dependencies of communities on watersheds for livelihood
 - Identify type of physical asset interventions requirement for the project covering type of projects, their need, benefits etc.
 - Identify community participation and consultation intervention.
 - Define key Goals and objectives of the proposed project.
 - Define Policy support requirements
 - Define project design guidelines
 - Define interventions to protect, conserve and improve the land of watershed for more efficient and sustained production
 - Propose an institutional mechanism for effective watershed management and linked livelihood interventions
- Submit an integrated concept framework to achieve the objective of the project.

B. Conduct surveys and studies on area under consideration for the project: In order to recognize the watershed problems, their probable causes and development of alternatives, following surveys need to be done by the selected consultants:

- Watershed Survey
- Soil survey
- Land capability survey
- Forest lands under permanent vegetation survey
- Socio-economic survey

The consultant will take approval of the department before exercising any survey with details of requirements. The department will assist the consultant with all the available data and information in this regard. Though in case the available data is not sufficient, consultant may undertake the required survey for the project.

C. **Preparation of Detailed Project Report:** After identification of shelf of projects, the consultants are required to prepare detail project report for proposed interventions/project. Based on character of the project the consultant need to exercise following activities: -

- Need of the project
- Stakeholder consultation
- Problem statement
- Proposed livelihood program
- Key features of the program
- Implementation activities and plan
- Inclusion of present status and proposed works of infrastructure details
- Collection of data relating to rainfall, temperature, number and discharge of different water courses through secondary sources.
- Preparation of suitable measures/ structures with its dimension as per the requirement of sites for conservation of water followed by its design & cost- estimate
- The DPR must be prepared & planned in such a way that geo- tagging of all proposed water bodies shall be done and reported
- Description of project such as location, size and shape, slopes, surface drainage etc.
- Water use and water needs, land use and cover conditions
- Block cost estimates and budgets
- Proposed implementation timelines
- Conclusion

D. **Geo-Tagging of all Existing Structure**

One of the expectations of the project is that geo- tagging for all existing watersheds/spring sheds/water bodies shall be done and reported. By doing this it becomes easy for the survey team to plan for new interventions in a transparent and efficient manner. All the locations of proposed structures are required to be geo-tagged.

- Identify and geo-tag the existing watersheds/spring sheds /waterbodies across the area under consideration in the state.
- Collect information on profile and operational data of the existing watershed infrastructures as per the format provided by department
- Data w.r.t. watersheds/spring sheds /waterbodies filled in the application along with at least 6 photographs
- Fortnightly progress report indicating no. of watersheds/spring sheds /waterbodies geotagged.
- Completion Report

E. **Proposed Technological solution landscape:-** Information technology has had a profound influence on watershed management over the past decade. Advances in data acquisition through remote sensing, data utilization through geographic information systems (GIS), and data sharing through the Internet have provided watershed managers access to more information for management decisions. In order to identify the right technological solution in the context of the area and interventions under consideration, consultants are required to prepare set of suggestive technological solutions in the domain of watershed management and afforestation. The document should include:

- Principles adopted in identification of technological solutions

- Background and introduction of technologies
- Technology wise benefits and need
- Details of implementation of proposed technology
- Case studies
- Cost and time estimates

F. **Bid Process Management:** -The selected consultant will assist the department in public procurement of required vendors/contractors/agencies for different works, as per the applicable guidelines. The activities will include:

- Development of Bid Document with selection and evaluation criteria, clauses and sections, contract document etc.
- Assistance in organizing Pre-bid meetings and preparation of clarifications
- Assistance in evaluation of technical and commercial proposals
- Assistance in finalization of contract and award of work

G. **Assistance for funding agency:-** The consultants are required to help the department in adherence to applicable guidelines of the funding agency for financial management and monitoring & reporting. The consultant will support the department in (but not limited to):-

- Assist the department in fund management
- Adopt all the required financial and management templates and guidelines
- Coordinate with funding agency for periodical progress reporting and meetings
- Identify possibilities of additional funding for different interventions

H. **Overall Project Management and Supervision:** - The objective is to have a dedicated team which will focus on efficiently managing and supervising the proposed areas/interventions identified in above modules in a cohesive manner to meet with the project objectives. This work will involve following functions/ tasks, but not limited to:

- Development of project management plan, RACI matrices and governance structure
- Formal Change/requirements management and matters related to changes to the solution scope.
- Coordination with internal/external stakeholders as per the project requirements
- Escalation to client on any delay in achievement of milestones
- Monitoring and reporting the status of implementation of all projects across the department under this project to meet targets in a timely manner.
-

In addition to the above, the selected consultants are required to help the client in effective coordination between different stakeholders for successful implementation of the project.

5. Project Deliverables & Timeline

Time shall be the essence for proposed the project and interventions identified. The consultant shall therefore fully abide by various time limits as prescribed for different assignments.

ProjectComponent	Deliverables	Timeline (MaxLimit)
Mobilization	Deployment of Resources	T0 + 1 week
Periodical Progress – Overall Project	Monthly Progress Report	Last week of Every Month
Concept Framework for enhancing the livelihood of communities through watershed management	Concept framework document	T0 + 8 weeks = D1
Conduct surveys and studies on area under consideration for the project	Survey Reports	T0 + 24 weeks
Geo-Tagging of all Existing Structure	Completion Report	D1+ 8 weeks
Technological solution landscape	Outreach & Social Media Strategy	T0 + 6 weeks
Preparation of Detailed Project Report	Detailed Project Report	2 Months after receiving all the data from various surveys and No objection/clearance certificates and approvals.
Bid Process Management	Declaration of Result	Maximum 4 weeks after intimation in ideal condition
Assistance for funding agency		Continuous activity
Overall Project management for successful delivery as per SoW		Continuous activity

The overall duration of the project will be of 7 Years. The department reserves the right to extend the term for a further period of maximum of One (01) Year on the same terms and conditions, if required. During the extension(s), fee may be revised based upon mutual agreement between the parties and with approval of Finance Department, Government of Manipur but not exceeding maximum of 10% of the current bid amount for the selected agency.

6. Manpower Specifications

6.1. Deployment of Team

The successful bidder shall be responsible for deployment of below set of resources within specified timelines in the Project Deliverables and Timeline section as per the desired skill- set and experience of various categories of resources.

The deployment of resources will be as per below table:-

Resource	Numbers	Location	Duration
Project Director	1	Onsite and Offsite	1st 5 Years
Project Manager	1	Head Office, Imphal	All 7 Years
\Senior Consultants	3	Head Office, Imphal	All for first 5 years and 1 for last 2 years
Consultants	10	In each identified district of Manipur	For 5 Years
Subject Matter Experts	As per requirement and scope	As per requirement and scope	As per requirement and scope

6.2. Proposed Resources Competencies

SL.No	Position	Nos.	Educational Qualification	Relevant Experience
1	Project Director (25% of time)	1	B.Tech./B.E. with MBA/ equivalent degree from recognized institute.	<ul style="list-style-type: none"> • More than 20 years of work experience. • Experience of Working with Government • Have led at least 10 Projects in the capacity of a Project Leader/Team Leader/Project Director. • Should have experience of working with International Financial institutions/donor agencies • Demonstrable experience in managing projects involving community development, livelihood promotion, infrastructure development etc.
2	Project Manager,	1	MBA/ equivalent degree from recognized institute.	<ul style="list-style-type: none"> • More than 10 years of work experience. • Should have consulting experience for environmental or agricultural or afforestation related projects with government. • Have led at least 3 Projects in the capacity of a Project Manager
3	Consultants	10	B.Tech./B.Sc(Agri) /MBA/ equivalent degree from a recognized institute (All to be deployed for first 5 years and 2 people for the last 2 years)	<ul style="list-style-type: none"> • More than 2 years of work experience. • Experience in executing at 1 project involving project management for Government clients.
4	Senior Consultant	3	B.Tech./ B.E/ MCA and MBA	<ul style="list-style-type: none"> • More than 5 years of work experience with at least 3 years of experience in e Governance Consulting in Govt. divisions

				<ul style="list-style-type: none"> • Experience in quickly understanding client requirements and translate into interface requirements • Experience in Project Coordination in Centre/State/Public Sector Units
5	Subject Matter expert - Technology	1	B.Tech./ B.E/ MCA and MBA	<ul style="list-style-type: none"> • More than 10years of work experience in portal development, application development, e-governance etc. • Experience in Project Coordination in Centre/State/Public Sector Units
6	Subject Matter expert - GIS	1	Engineering/architecture/ urban planning/ Masters in GIS	<ul style="list-style-type: none"> • More than 10yearsofprofessionalwork ingexperience in GIS. • Experienceofworkinginrura ldevelopmentprojects/SM Cprojectsshallbepreferred
7	Subject Matter expert - Agriculture	1	MastersorBachelorsDegre einAgricultural EngineeringorCivilEnginee ring	<ul style="list-style-type: none"> • More than 10yearsofprofessionalwork ingexperience in related field. • Experienceofworkinginrura ldevelopmentprojects/SM Cprojectsshallbepreferred
8	Subject Matter expert – SMC/Watershed Management	1	MastersorBachelorsDegre einAgricultural EngineeringorCivilEnginee ring	<ul style="list-style-type: none"> • More than10yearsofprofessional workingexperience in related field. • Experienceofworkinginrura ldevelopmentprojects/SM Cprojectsshallbepreferred
9	Subject Matter Expert – Forest/Environment	1	Post Graduate in Forestry/Science/Environment streams	<ul style="list-style-type: none"> • More than 10 years of work experience • Experience in natural resource management / forest management / wildlife management • Experience of working with watershed department/watershed project shall be preferred
10	Subject Matter Expert –Public Procurement	1	MBA/PGDM or equivalent degree from reputed organisation	<ul style="list-style-type: none"> • More than 10years of relevant experience in Bid process management and

				public procurement with central and state governments.
11	Subject Matter Expert – Community Development/Livelihood promotion	1	Masters or equivalent degree from reputed organisation	<ul style="list-style-type: none"> More than 10 years of relevant experience in community development programs, livelihood promotion schemes of central and state governments.

7. Bidding Process

7.1. Time Schedule for Bidding

Tender reference No:	As per Data Sheet
Date of issue of RFP	As per Data Sheet
Non-Refundable Tender Processing Fee	As per Data Sheet
Pre-bid meeting & venue	As per Data Sheet
Last date for receiving queries	As per Data Sheet
Last date and time for submission of bids	As per Data Sheet
Venue, Date & Time of opening of Technical Bids	As per Data Sheet
Venue, Date & Time of opening Financial Bids	As per Data Sheet
Contact Person, Phone No. And Email	As per Data Sheet
Address for communication:	As per Data Sheet

- Please visit web site <www.state.Manipur.gov.in/The client > or <www.eproc.Manipur.gov.in> for full details
- Complete sets of bidding documents will be available for free download, by interested bidders, from the e-Procurement portal of the Government of Manipur.
- It will be in the interest of the bidders to familiarize themselves with the e Procurement system to ensure smooth preparation and submission of the tender documents.
- The Bidders are advised to submit the Bids well in advance of the deadline as the Client (State Government of Manipur) will not be liable or responsible for non-submission of the bids on account of any technical glitches or any connectivity services used by the bidder.

7.2. Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids.

7.3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid or any other cost. The client will in no case be responsible or liable for those costs, regardless of the outcome of the Tendering process.

7.4. Validity of Proposals

- a) Proposals shall remain valid for a period of bid validity as mentioned in the data sheet section above. A Proposal valid for shorter period may be rejected as non-responsive.
- b) The client may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals). A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid.

7.5. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify the client in writing along with a soft copy in excel format at the client correspondence email address before the date mentioned in the Data Sheet. The client representative will respond to any request for clarification of the tender document in the pre-bid conference, which will be held as per the dates given in the Data Sheet. The client response will be sent to all prospective bidders who have received the tender document. The clarification shall be asked as per the given format. Queries not adhering to this format will not be responded to.

Sr. No	Page No of the RFP Document	Section No of the RFP Document	Proposed Change	Reason of Proposed Change
1				
2				

7.6. Pre-Bid meeting

- a) All those bidders who have obtained/purchased bid document can participate in pre-bid meeting to seek clarification on the bid, if any.
- b) Not exceeding two employees from each of the bidding firm / company / organization are invited to attend the Pre-Bid Conference at their own cost, which is to be held at the venue indicated in the Data Sheet.

- c) The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- d) The Bidder is requested to submit any questions in writing to reach the client as per dates in the Data Sheet. It may not be practical at the Pre-Bid Conference to answer questions received late. The client will respond to any request for clarification to queries on the Tender Document, received not later than the dates prescribed in Invitation for Bids/Key events and dates. The clarifications (including the query but without identifying the source of inquiry) will be uploaded on the portal (www.manipurenders.gov.in and www.manipurforest.gov.in).
- e) Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.

7.7. Clarification

- a) A prospective vendor requiring any clarification of the bidding documents may notify the client contact person. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be shared with all prospective bidders that have received the bidding documents.
- b) The concerned contact person will respond to any request for clarification of bidding documents, which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that The client shall not entertain any correspondence regarding delay or non-receipt of clarification.

7.8. Amendment of Tender Document

At any time prior to the last date / time for receipt of bids, THE CLIENT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, reserves the right to modify the tender document by issuing an amendment. The amendment will be notified in e-procurement portal and will be binding on the bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, THE CLIENT may, at its discretion, extend the last date for receipt of bids.

7.9. Bid Preparation

I. 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 the English language. If any supporting document and printed literature furnished by the Bidder is in a language other than English then the same should be accompanied by an accurate English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

However, such translations shall be certified by the agency that has done the translations.

II. Bid Format

The Bidder shall upload the digitally signed scanned copies of the Proposal in e-Procurement, as given below:

A. Technical Bid:

The technical Bid shall comprise the following

A1. Pre-Qualification Bid

1. A letter on bidder's letterhead

- Describing the pre-qualifying technical competence and experience of the bidder,
- Certifying that the period of validity of bids is 90 days from the last date of submission of bid,
- Asserting that the bidder is quoting for all the items mentioned in the tender,
- Accepting all terms of this RFP

2. All forms mentioned in RFP document along with the requisite documents asked in the respective forms to prove that the bidder meets the eligibility criteria as per section 3.1 of RFP.

A2. Other documents to be submitted as part of the Technical Bid

The Technical Bid document shall also contain the following listed documents as required for THE CLIENT to evaluate the bids as prescribed as part of the technical evaluation in Section 7.20 of this document.

1. Quality Certificate- ISO certification, if any, to be enclosed
2. CVs of all the profiles mentioned in RFP, Proposal Resources Competencies (Section 6.2, Section 10.1.6 Form 5 and 10.1.7 Form 6 of this document)
3. Technical proposal showing understanding client need, strategic thinking, effectiveness of proposal solutions, overall approach and methodology for the engagement (Form 7 of Section 10.1. 8 of this document).

Hence it is mandatory that the bidders read this section in conjunction with the technical evaluation section to provide information as necessary and adequate to evaluate the proposals.

B. Financial Bid Specified

The commercial bid shall be submitted for all requirements of the client for the Request for Proposal (RFP) Selection of an agency for providing services as per details mentioned in the RFP scope of work.

7.10. Procedure for Submission of Bids

I. Tender Processing Fees

Bidders can download the tender document for free from the portal www.manipurforest.gov.in and www.manipurforest.gov.in till the due date and time for bid submission. Any interested bidder shall pay tender processing fee as specified in the e-Procurement portal. The tender processing fees has to be paid through e-Payments as per details given in data sheet, Section 1.2 of this document.

Note: It will be in the interest of the bidder to familiarize themselves with the e-Procurement system to ensure smooth preparation and submission of the tender documents.

II. Modes of Submission

All interested bidders shall pay Tender Processing fee and submit their Technical and Financial Bid electronically using the e-Forms in the e-Procurement platform. The Procurement portal is available at: www.manipurforest.gov.in. Companies shall submit the tender only through the unified e-Procurement system before the scheduled date and time for bid submission. Tenders submitted after the due date and time will not be considered. THE CLIENT will not be liable or responsible for any delays due to unavailability of the portal and the Internet link.

Original hard copies of the Bid document shall also be submitted additionally. Technical Bid shall be submitted in a separate sealed envelope marked 'Technical Bid' and Price Bid in a separate sealed envelope marked 'Price Bid'. These two sealed envelopes shall again be sealed in a single envelope marked with the tender reference number. However, submission of hard copies without submitting the bid through the e-procurement system mentioned above shall be rejected.

7.11. Authentication of Bid

The response bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A written power-of-attorney accompanying the bid shall support a letter of authorization. All pages of the bid, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the bid.

7.12. Validation of Interlineations of Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

7.13. Financial Bid

The bidders are requested to quote their fee as per the financial bid format prescribed in Form 2 under Section 10.2.2 of the tender document.

7.14. Firm Price

The consultation fee quoted by the bidder must be exclusive of taxes and TA/DA outside Manipur, firm and final and shall not be subject to any escalation whatsoever during the period of the contract. Taxes shall be shown separately. Attention of the bidder is invited to the terms and conditions of payment given in RFP document.

Any expense with respect to travel, lodging, boarding outside the State will be reimbursed by the client on actual with prior approval of competent authority.

7.15 Performance Security Deposit

The successful bidder, within 15 days of receipt of the work order, shall be required to submit Performance Security Deposit of 5 % of the order value in the required form of irrevocable Bank Guarantee from a bank with a branch in Imphal, Manipur in favour of the client valid for a period of 7 years and 3 months extendable to another additional one year. However, if the successful bidder fails to execute the order or fails to perform the services as per the contract, in addition to other penal actions, the Bank Guarantee shall be encashed and the amount forfeited.

7.16 Statutory Taxes/Duties

In case of any enhancement of taxes and/or duties or levy of fresh Taxes/duties due to Statutory Act of the Government, after date of submission of the tender and during the contractual delivery period, additional or fresh levies so imposed will be allowed to be claimed as extra without any change in the price structure approved under the tender. For this purpose, the successful bidder shall produce a certificate from the authority concerned certifying that the item supplied falls under particular tariff resulting in additional /fresh levies for the supplied item. However, the same shall not be borne by the purchaser in case such levies become applicable after expiry of the contractual delivery period stipulated in the contract.

7.17 Revelation of Prices

Prices in any form and for any reasons shall not be revealed in the pre-qualification bid or technical bid or before opening the commercial bid. In case such violation happens, then the bid shall be immediately rejected.

7.18 Bid Submission

I. Consortium/Joint Venture

- a. The bid shall be submitted as single business entity or as consortium or Joint Venture
- b. No Bidder shall submit more than one Bid for the Project. A Bidder bidding individually or as a member of a JV/Consortium shall not be entitled to submit another Bid either individually or as a member of any JV/ Consortium, in any circumstances.

II. Modification and Withdrawal of Bids

No bid shall be withdrawn in the interval between the last date for receipt of bids, and the expiry of the bid validity period specified in the Bid Security Declaration. Withdrawal of a bid during this interval would result in suspension of the bidder for the time period specified in the request for bid document from being eligible to submit bids with the client.

III. Address for Correspondence

The bidder shall designate the official mailing address, place, telephone number, fax number and email address to which all correspondences shall be made by PCCF & HoFF. The client will not be responsible for non-receipt of any communications sent by the bidder.

IV. Clarification

If deemed necessary, the client may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. The client may, if so desire, ask the bidder to give a presentation/ demonstration for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the bidders.

V. Bid Currency

Prices shall be quoted entirely in Indian Rupees (INR).

VI. Disqualifications

The bid is liable to be disqualified in the following cases:

- The Bid not submitted in accordance with this document.
- During validity of the bid, or its extended period, if any, the Bidder increases their quoted prices.
- The Bidder qualifies the bid with his own conditions.
- Bid is received in incomplete form.
- Bid is not accompanied by all requisite documents.
- Information submitted in Technical Bid is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Commercial bid/pricing is uploaded in the technical bid.

7.19 Bid Security Declaration

A Bid Security Declaration must be submitted along with the proposal.

If the bidder withdraws or modifies their bids during the period of validity; or in case of a

successful bidder, if the bidder fails to sign the contract then the bidder shall be suspended for a period of one year from being eligible to submit bids with the client.

7.20 Criteria for Evaluation of Proposals

The Client will form a Committee to evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, the Client, may, at its discretion, ask the bidders for clarification of their Technical Proposals. Only those proposals meeting the above pre-qualification criteria will be evaluated as per the criteria mentioned below:

S. No.	Criteria	Documentary Evidence	Marks	Max. Marks
A	Organizational Strength & Project Experience			20 Marks
1	PMU Experience with different Departments (Public Sector or Government)	Work Order/Contract Agreement	5 PMUs – 3 marks 6 PMUs – 4 marks 7 or more PMUs – 5 marks	05 Marks
2	Experience of working preferably in Northeast with fee more than 20 Crore	Work Order/Contract Agreement	1 project with any State Government department of over 5 crore value fee – 5 marks 2 to 5 projects with any State Government department of over 5 crore value fee – 7 marks More than 5 projects with any State Government department of over 5 crore value fee – 10 marks	10 Marks
3	Quality Certification	Copy of Certificates	ISO 9001 – 2 Marks ISO 14001 – 1 Marks ISO 27001 – 1 Marks ISO 20000 – 1 Marks	5 Marks
B	Team Strength & Experience			45 Marks
	Bidders need to submit CVs of all the profiles mentioned in RFP Proposed Resources Competencies with their technical bid. Though CVs of Following positions only will be considered for evaluation of team strength & experience. These will have to be deployed in case selected. Other CVs will be finalized on award Project Director 10 Marks Project Manager 10 Marks SME – Environment, Agriculture, GIS, Procurement, Community Development/Livelihood promotion 5 marks each total 25 Marks			
C	Technical Presentation Evaluation including Interview of the proposed core team, listed above			35 marks

	Understanding the Client Need, Strategic Thinking, Effectiveness of Proposed solutions, Overall approach and methodology for the engagement	
D	Total *Cut off for Financial Evaluation qualification – 70 Marks Financial Proposal of only those bidders will be opened whose score is 70 marks as per the above evaluation criteria.	100 Marks

7.21 Submission, Receipt and Opening of Proposals

- I. The Client will open all bids (only Technical Bids at the first instance) through the e-Tendering website, in the presence of Bidders or his representatives who choose to attend.
- II. The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- III. The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details, the Client, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
- IV. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.

7.22 Late Proposals

- I. Original hard copy of RFP document, fees after the due date and the specified time (including the extended period if any) for any reason or whatsoever, shall not be entertained and shall be returned without opening.
- II. The Proposals submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence shall be entertained on this matter.
- III. The Client shall not be responsible for any postal delay or non- receipt/ non-delivery of the documents. No further correspondence on the subject shall be entertained.
- IV. The Client reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments

7.23 Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids on the following basis, namely:

- a) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

7.24 Right to Accept or Reject Proposal

The client reserves the right to accept or reject any proposal, and to annul the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

7.25 Bid Selection Method

The selection method is **Quality cum Cost Based Selection (QCBS)**. Technical Bid Score will get a weightage of 80% (denoted by ST) and Financial Bid Score a weightage of 20% (denoted by SF). The process of selection of successful bidder for the purpose of award of contract shall be as follows:

A. Calculation of Technical Score (ST)

T = Technical Marks Obtained by the Individual Bidder

TH = Highest Technical Marks Obtained by Bidder

ST = Technical Score obtain by the Individual Bidder

Calculation of Technical Score (ST)

$ST = 100 \times (T/TH)$ (rounded off to 2 decimal places)

B. Calculation of Financial Score (SF)

F = Total Financial value as per quotation of individual Bidder

FL = Lowest Financial value as per quotation of individual Bidder

SF = Financial Score obtain by the Individual Bidder.

Calculation of Financial Score (SF)

$SF = 100 \times (FL/F)$ (rounded off to 2 decimal places).

C. Calculation of Final Composite Score (S)

The Final Composite Score (S) shall be computed for each firm by assigning 80% weightage to the Technical Score (ST) and 20% weightage to Financial Score (SF) using the formula given below:

$S = (ST \times 0.8) + (SF \times 0.2)$ (rounded off to 2 decimal places)

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.

7.26 Acknowledgement by Applicant

It shall be deemed that by submitting the bids, the Applicant has:

- made a complete and careful examination of the RFP;
- received all relevant information requested from the Client;
- accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the department;
- satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- acknowledged that it does not have a Conflict of Interest; and
- agreed to be bound by the undertaking provided by it under and in terms hereof.

8. General Terms and Conditions

8.1 Application

This general condition shall apply to the extent that provisions in other parts of the contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of THE CLIENT Manipur shall be final and binding on the firm/ company.

8.2 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the India.

8.3 Relationship Between Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the client and 'the firm/company'. The firm/company subject to this contract for selection has complete charge of personnel, performing the services under the Project executed by the client from time to time. The Professional(s) provided by firm/company shall be fully responsible for the services performed by them or on their behalf hereunder. The client will allocate work/assignment to the Professional(s) provided by firm/company.

8.4 Statutory Requirement

During the tenure of this contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/or rules/regulations, there-under or any amendment there of governing inter-alia customs, stowaways, foreign exchange etc. and shall keep the client Manipur indemnified in this regard.

8.5 Indemnity

The Selected Bidder shall indemnify the client from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how- so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- i. Negligence or wrongful act or omission by the Selected Bidder or it's team or any Agency/ Third-party in connection with or incidental to this Contract; or
- ii. Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and this Contract by the Selected Bidder, its Team or any Agency/Third Party.
- iii. The maximum indemnity by the Consultant shall be to the extent of 100% of Contract value in favour of the client.

8.6 Information Security

The Selected Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the Client, out of premises, without prior written permission from the client.

The Selected Bidder shall, upon termination of this agreement for any reason, or upon demand by the Client, whichever is earliest, return any and all information provided to the Selected Bidder by the Client, including any copies or reproductions, both hardcopy and electronic.

8.7 Governing Language

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

8.8 Assignments

The firm/company shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without prior written consent of the Client.

8.9 Award of Contract

- a) On acceptance of Proposal for awarding the contract, the client will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.
- b) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LoI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance of letter of intent is posted and/ or sent by e-mail to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of

acceptance or LoI shall constitute a binding contract.

8.10 Termination

Under this Contract, the client may by written notice terminate the contract agreement entered with the firm/company in the following ways:

- i. Termination by Default for failing to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- ii. Termination for Convenience in whole or in part thereof, at any time. However, termination for Convenience will be invoked with a notice period of one month.
- iii. Termination for Insolvency if the firm/company becomes bankrupt or otherwise insolvent.

In all the three cases termination shall be executed by giving written notice to the firm/company. Upon termination of the contract, payment shall be made to the firm/company for:

- a. Services satisfactorily performed and reimbursable expenditures prior to the effective date of termination
- b. Any expenditure actually and reasonably incurred prior to the effective date of termination
- c. No consequential damages shall be payable to the firm/company in the event of such termination.

8.11 Execution of Agreement

1. A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
2. The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
3. If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the contract with the bidder and debar the bidder to participate in any future bid.
4. The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased anywhere in Manipur only.

8.12 Local Conditions

- I. Each Applicant is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/ or the cost
- II. The Applicant is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The Client shall not entertain any request for clarification from the Applicant regarding such local conditions.
- III. It is the Applicant 's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, what- so-ever, including that for

financial adjustment to the Contract awarded under the bidding document shall be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising there-of shall be permitted by the the Client on account of failure of the Applicant to know the local laws/ conditions. The Applicant is expected to visit examine and study the location of Govt. offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

8.13 Fraud and Corruption

The Client requires that firm/company selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, the Client defines, for the purposes of this provision, the terms set forth as follows:

- "Corrupt practice," means the offering, giving, receiving or soliciting of anything of value to influence the action of the client or any personnel of firm/company(s) in contract executions.
- "Fraudulent practice" means a miss-presentation of facts, in order to influence a procurement process or the execution of a contract, to the client, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the client of the benefits of free and open competition.
- "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work, which was given by the client in Section 4 of this document.
- "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- Will reject a proposal for award, if it determines that the bidder recommended for award, has been determined by the client to having been and engaged in corrupt, fraudulent of unfair trade practices.
- Will declare a Firm/company ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Firm/company has engaged in corrupts, fraudulent and unfair trade practice in competing for, or in executing the contract.

8.14 Proposal Forms

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Applicant shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the Applicant shall design a form to hold the required information.

8.15 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the other

party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

No party shall, without the other party's prior written consent, disclose contract, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract.

8.16 Deliverables

The selected bidder's firm/company should have to submit deliverables in hard/ soft copy (including all soft copy); as desired by the Client.

8.17 Force Majeure

Notwithstanding anything contained in the RFP, the firm/company shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the consulting firm/company and not involving the consulting firm/company's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the client regarding Force Majeure shall be final and binding on the firm/company.

If a Force Majeure situation arises, the firm/company shall promptly notify to the Client in writing, of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the firm/company shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

8.18 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

8.18.1 Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then Clause shall become applicable.

8.18.2 Resolution of Disputes

State and the selected bidder shall make every effort to resolve amicably by direct informal

negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after fifteen (15) days from the commencement of such informal negotiations, State and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by the Client.

All negotiations, statements and/or documentation pursuant to these disputed matter shall be without prejudice and confidential (unless mutually agreed otherwise).

The time and resources costs of complying with its obligations under this Governance Schedule shall be borne by respective parties.

All Arbitration proceedings shall be held at Imphal, Manipur State, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

8.19 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the high court situated at Manipur only.

8.20 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

8.21 Limitation of Liability

The aggregate liability of the Selected Agency under this agreement, or otherwise in connection with the services to be performed hereunder, shall be limited to one times of the contract value. The preceding limitation shall also apply to liability arising as a result of the Selected Agency's fraud or willful misconduct in performance of the services hereunder.

8.22 Validity of Contract

The validity of the contract is for "the Term" of the contract and may be extended for further period of one year at the same terms and conditions if required. The overall duration of the project will be of 7 Years. The department reserves the right to extend the term for a further period of maximum of One (01) Year on the same terms and conditions, if required. During the extension(s), fee may be revised based upon mutual agreement between the parties and with approval of Finance Department, Government of Manipur but not exceeding maximum of 10% of the current bid amount for the selected agency.

8.23 Others

- The successful bidder is responsible to maintain documentation on the progress of the work and will have to update the same on regular basis. Bidder will have to submit the progress reports regularly, as per the guideline issued by the Client.
- The Client shall provide office space to the operational onsite resources of selected agency in its own premise during project period. All other expenses related to stationary, telephone, food, snacks, etc. in case required, has to be completely borne by the Successful Bidder as part of Contract Agreement.
- The Client shall interface with the Selected Applicant, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract. PCCF & HoFF, Manipur shall ensure that timely approval is provided to the selected Applicant, where deemed necessary, related to Services required to be provided as part of the Scope of Work.

9 Payment Schedule

9.1 Payment Terms

Payment Milestone	Deliverable	% of Overall Fee quoted
Concept Framework for enhancing the livelihood of communities through watershed management	Concept Framework document	10%
Conduct surveys and studies on area under consideration for the project	Survey Reports	10%
Geo-Tagging of all Existing Structure (Cost of Equipment and putting of geo tagging is not in the scope of the Consultant)	Completion Report	15%
Technological solution landscape	Final Report	10%

Preparation of Detailed Project Report	Detailed Project Report	20%
Bid Process Management (no more than 5 RFPS) – Fee to be split between the 5 or less RFPS	Declaration of Results	15%
Project Management (1 st 5 Years)	Monthly Progress Report	0.25% for each month for maximum 60 months (Total 15%)
Project Management (Last 2 years)	Monthly Progress Report	5% of the fees to be split in 8 quarters

The payment schedule linked with the deliverables for this assignment is as follows:

--

9.2 Work Outside Manipur

All travel, lodging, boarding expense outside Manipur for official purpose with the prior permission of competent authority shall be paid directly or reimbursed by the client on actual basis subjected to submission of related bills and invoices. In case of travel by train/taxi/bus/Air, the claim will be restricted to actual expenditure incurred for official work purpose only, subject to production of bills.

- a) To claim reimbursement, onsite resources need to submit the Travel Expense Claim to The client along with the relevant bills/vouchers, boarding passes, tickets and hotel bills and approval from the authorized approving authority within four weeks from the date of return from the trip.
- b) Submission of hotel bills is mandatory with the Travel Expense Claim.
- c) Team members should have their own laptops, data cards and other peripherals including mobile phone during travel.

10. Annexure: Forms and Template for Bid Response

10.1 Technical Proposal Forms

10.1.1 Form – 1: Covering Letter
(On Bidder's Letter head)

To,

The PCCF & HOFF

Imphal-795001, Manipur India.

Sub: Participation in RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

We hereby propose to provide our services for "for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipuras outlined in your bidding document.

We have understood the instructions and the terms and conditions mentioned in the Bid Documents furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of work required. We hereby confirm our acceptance and compliance to the provisions and terms & conditions contained in the Bid Documents.

We confirm that the prices quoted by us in the "Financial Bid" are firm and shall not be subject to any variation for the entire period of the contract.

We further confirm that any deviation to the clauses found anywhere in our Bid Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any implication whatsoever to Department of Forest (PCCF & HOFF).

We certify that all the information provided in our bid, including the information regarding the team members, is true. We understand that any wilful misstatement in the bid may lead to disqualification or cancellation of award if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with PCCF & HOFF, for a period of maximum three years from the date of such disqualification.

Yours faithfully,

(Signature of the Authorised signatory of Bidder) Name & Designation

Seal Date:

Business Address:

10.1.2 Form – 2: Declaration of Acceptance of Terms and Conditions in RFP

(On Bidder's Letter head)

To,

The PCCF & HOFF

Imphal-795001, Manipur India.

Sub: Participation in RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document [No.....] Regarding "Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur and confirm the acceptance of the same.

Yours faithfully,

(Signature of the Authorised signatory of Bidder) Name & Designation

Seal Date:

Business Address:

10.1.3 Form – 3: Statement of legal Capacity
(On Bidder's Letter head)

To,

The PCCF & HOFF

Imphal–795001, Manipur India.

Sub: Participation in RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

We hereby confirm that we, the Applicant (along with other members in case of consortium/JV, constitution of which has been described in the Proposal*), satisfy the terms and conditions laid down in the RFP document.

We have agreed that (insert Applicant's name) will act as the Lead Member of our consortium.

We have agreed that (insert individual's name) will act as our Authorised Representative / will act as the Authorised Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature of the Authorised signatory of Bidder) Name & Designation

Seal Date:

Business Address:

10.1.4 Form – 4A: Bidder’s Annual Turnover

(On Applicant’s Statutory Auditor’s letterhead)

TURNOVER CERTIFICATE

Date:

This is to certify that we M/s----- are the statutory Auditors of M/s-----and that the below mentioned calculations are true as per the Audited Financial Statements of M/s for the below mentioned years:

1	2018-19	
2	2019-20	
3	2020-21	

(Signature of the Applicant’s Statutory Auditor)

Seal & Name

Date:

Business Address:

Note: -

Please attach Audited Annual Financial Statements for all the corresponding years

10.1.5 Form – 4B: Bidder's Net-worth Certificate

(On Applicant's Statutory Auditor's letterhead)

NET WORTH CERTIFICATE

Date:

This is to certify that we M/s----- are the statutory Auditors of M/s----- and that the below mentioned calculations are true as per the Audited Financial Statements of M/s----- for the below mentioned years:

S.No.	Items	2018-19	2019-20	2020-2021
1	PaidupShareCapital(A)			
2	Add:FreeReservesS(B)			
3	Less:DeferredPaymentifany (C)			
4	Amountofprobableimpacton Reservesduetoauditqualification(D)			
5	NeWorth(F)=(A)+(B)-(C)-(D)			

(Signature of the Applicant's Statutory Auditor)

Seal & Name

Date:

Business Address

Note: Please attach audited Balance Sheets and IT returns statements to confirming the figures mentioned in columns (2).

10.1.6 Form – 5: Bidder’s Relevant Experience Certificate

Please provide information as per the criterion mentioned in Section 6 of RFP to facilitate fair evaluation:

AssignmentName:		Country:
LocationwithinCountry:		ProfessionalStaffProvidedbyyourFirm/enti ty(profiles):
NameofClient:		No.OfStaff:
Address&ContactNumber:		No.OfStaff- Months:Durationofassignment:
Start Date(Month/Year):	Completion Date(Month/Yea r):	Approx.ValueofServices(inRupees):
NameofAssociatedfirm(s)ifany:		No.OfMonthsofProfessionalStaffprovidedbyA ssociatedfirm(s):
Nameofseniorstaff(ProjectDirector/Coordinator,TeamLeader)involvedandfunctions performed:		
NarrativedescriptionofProject:		
DescriptionofActualServicesprovidedbyyourstaff:		

Kindly attach work order / work completion certificate with respect to every experience showcased.

10.1.7 Form – 6: CVs of key professionals

1	Proposed Position:	
2	Name of Firm:	
3	Name of Staff:	
4	DOB:	
5	Nationality:	
6	Education:	
7	Membership of Professional Associations:	
8	Other Training:	
9	Country of Work Experience:	
10	Language	
11	Detailed Task assigned:	
12	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	<ul style="list-style-type: none"> • Year • Location • Client • Main project feature • Position held • Activities performed
<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Yours Sincerely Sign</p> <p>Name: Date: Place: Authorized Signatory of Bidder</p>		

10.1.8 Form – 7: Approach, Work Plan and Methodology

The Applicant will submit his understanding of the TOR specified in the RFP in a brief manner underlying the crucial and important aspects of it. The Applicant may supplement various requirements of the TOR if he considers this would bring more clarity and improvements over the existing requirements and assist in achieving the Objectives laid down in the TOR. The Applicant will submit his methodology for carrying out this assignment to achieve the Objectives laid down in the TOR. The Applicant will submit a brief write up on their proposed team and organization of personnel explaining how various areas of expertise needed for this assignment have been fully covered by their proposal. In case the Applicant is a consortium, it should specify how expertise of each firm is proposed to be utilized for this assignment. The Applicant should specify the sequence and locations of important activities, and quality assurance plan for carrying out the Consultancy Services.

(This should not be more than 10 pages)

10.1.9 Form – 8: Power of Attorney for signing authorities (In case of Single entity)

Know all men by these presents, we, --- having its registered office at ----- do hereby constitute, nominate, appoint and authorise Mr----- son of -----and presently residing at ----, who is presently employed with us and holding the position of ----- as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant for ----- (the Authority “PCCF & HOFF”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE-----, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS
POWER OF ATTORNEY ON THIS.

For

(Signature, seal, name, designation and address)

Witnesses:

Name Name

Sign Sign

Notarised Accepted (Seal,Sign)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on non-judicial stamp paper of Rs. 100 (One hundred) and duly notarised by a notary public
- Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant

10.1.10 Form – 9: Power of Attorney for signing authorities (In case of consortium)

Whereas the _____ (“the client”) has invited bids from interested parties for the Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur in the State of Manipur (“the Project”). Whereas, _____, _____ and _____ (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at _____, M/s. _____, having our registered office at _____, and M/s. _____, having our registered office at _____, (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s. _____, having its registered office at _____, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Concession/ Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, accept the Letter of Award, participate in bidders’ and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Concession Agreement is entered into with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by

this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 20.....

For (Signature, Name & Title)

For (Signature, Name & Title)

For (Signature, Name & Title)

Witnesses:

- 1.
- 2.

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

10.1.11 Form – 10: Undertaking on being not black listed

(On Rs. 100 court stamp paper)

This is to certify that << COMPANY NAME >> or <<Name of each member of consortium with lead member>> is/are not blacklisted by the any central/state/any other government entity or SPV or by of any of their affiliates/subsidiary or equivalent for any reasons whatsoever or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices and not backed out from executing the work after award of the work as on the XX/XX/YYYY.

Company Secretary / Authorized Signatory

Name of Signatory: Bidder Name:

Date Place

10.1.12 Form – 11: Joint Bidding Agreement for Consortium (in case of consortium)

(To be executed on Stamp paper of appropriate value)

THIS JOINT BIDDING AGREEMENT is entered into on this the day of 20...

AMONGST

1. {..... Limited, and having its registered office at } (hereinafter referred to as the “First Party” which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

2. {..... Limited, having its registered office at } and (hereinafter referred to as the “Second Party” which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

3. {..... Limited, and having its registered office at} (herein after referred to as the “Third Party” which expression shall, unless repugnant to the context include its successors and permitted assigns)

The above mentioned parties of the FIRST, {SECOND and THIRD} PART are collectively referred to as the “Parties” and each is individually referred to as a “Party”

WHEREAS,

The Forest Department(PCCF & HOFF), Government of Manipur and having its principal office atManipur 795001 (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited bids (the Bids”) by its Request for Proposal No. dated(the “RFP”) for award of

contract Selection of Agency for Providing Strategic Management Participation in RFP for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

- (A) (the “Project”)
- (B) The Parties are interested in jointly bidding for the Project as members of a Consortium and in accordance with the terms and conditions of the RFP document and other bid documents in respect of the Project, and
- (C) It is a necessary condition under the RFP document that the members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Bid.

NOW IT IS HEREBY AGREED as follows

- I. Definitions and Interpretations:
In this Agreement, the capitalized terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFP.
- II. Consortium:
 - a. The Parties do hereby irrevocably constitute a consortium (the “Consortium”) for the purposes of jointly participating in the Bidding Process for the Project.
 - b. The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/ or through any other consortium constituted for this Project, either directly or indirectly or through any of their Associates
- III. Covenants

The Parties hereby undertake that in the event the Consortium is declared the selected Bidder and awarded the Project, it shall enter into an Agreement with the Authority and for performing all its obligations as the Consultant in terms of the Agreement for the Project.
- IV. Role of the Parties
(State the roles and responsibility of each member with respect to the scope of work and deliverables mentioned in the TOR)
- V. Joint and Several Liability
The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFP and the Agreement, till such time as the Project is completed in accordance with the Agreement
- VI. Representation of the Parties
Each Party represents to the other Parties as of the date of this Agreement that:
 - a. Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;

- b. The execution, delivery and performance by such Party of this Agreement has been authorised by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:
 - i. require any consent or approval not already obtained;
 - ii. violate any Applicable Law presently in effect and having applicability to it;
 - iii. violate the memorandum and articles of association, by-laws or other applicable organisational documents thereof;
 - iv. violate any clearance, permit, concession, grant, license or other governmental authorisation, approval, judgement, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or
 - v. create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement.
- c. this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
- d. there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement.

VII. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the Financial Close of the Project is achieved under and in accordance with the Contract Agreement, in case the Project is awarded to the Consortium. However, in case the Consortium is either not pre-qualified for the Project or does not get selected for award of the Project, the Agreement will stand terminated in case the Applicant is not pre-qualified.

VIII. Miscellaneous

- a. This Joint Bidding Agreement shall be governed by laws of India.
- b. The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

First Party

SIGNED, SEALED AND DELIVERED

Second Party

SIGNED, SEALED AND DELIVERED

Third Party

In the presence of:

Witness 1

Witness 2

Notes:

- 1) The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- 2) Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.
- 3) For a Joint Bidding Agreement executed and issued overseas, the document shall be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed

10.1.13 Form – 12: Bid Security Declaration Form

Date: _____ Tender No _____ To (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid: or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail to reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on

----- day of -----(insert date of signing) Corporate Seal (where appropriate)

10.2 Financial Proposal Forms

10.2.1 Form – 1: Covering Letter

(On Bidder's Letter head)

To,

The PCCF & HOFF

Imphal-795001, Manipur India.

Sub: RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for the "Participation in RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur, Forest Department, Govt. of Manipur

I/We agree that this offer shall remain valid for a period of 90 days (Ninety Days) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature of the Bidder) Printed Name Designation

Seal Date:

Business Address

10.2.2 Form – 2: Financial Bid

Dear Sir,

I/We, the undersigned having examined the above referred RFP including addendums thereof and, hereby offer to submit our bid to undertake the subject assignment with total bid value as furnished below.

Particular	Amount
Total Consultancy fee (exclusive of TA /DA outside the State) for executing the scope of work mentioned in the RFP.	(In Fig)
	(In Words)
GST/Taxes	
Total	

Note:

- a) The payment to agency shall be made based on price quoted and actual deployment of resources on the project as approved by the client.
- b) The initial contract will be for 7 years, which can be extended by 1 more year with 10% increase in cost subject to requirement and performance.
- c) Any expense with respect to travel, lodging, boarding outside the State will be reimbursed by the client on actual with prior approval of competent authority.
- d) All values must be verified before Submission, in case of any errors/ incompleteness, Bidder shall be responsible, and no additional items/ claims for the payments shall be entertained.

Yours faithfully,

(Signature of the Bidder) Printed Name Designation

Seal Date:

Business Address:

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Item Rate BoQ

Tender Inviting Authority: PCCF, Manipur

Name of Work: RFP for Selection of Agency for Providing Project Management Support for Enhancing Livelihoods through Community Based Watershed Development in Manipur.

Contract No: B/45/2021/Forests(EAP/II)

Name of the Bidder/ Bidding Firm / Company :				
PRICE SCHEDULE				
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	13	54	55
1	Total Consultancy fee (exclusive of TA /DA outside the State) for executing the scope of work mentioned in the RFP.		0.000	INR Zero Only
2	GST/Taxes		0.000	INR Zero Only
Total in Figures			0.000	INR Zero Only
Quoted Rate in Words		INR Zero Only		