

# Indian Council of Forestry Research & Education PO, New Forest Dehradun - 248006



## Tender Notice

(No. 13/PO/Consultancy/Stat./Admin/ICFRE/2020-21)

Indian Council of Forestry Research & Education, Dehradun invites e-tenders from registered/well equipped reputed firms/institutes for '*Performance Review of ICFRE*'. For detailed information please visit <https://eprocure.gov.in/eprocure/app>. All corrigenda, addenda, amendments, clarifications *etc.* regarding tender will be posted on the website only. Bidders should regularly visit the website to keep themselves updated. Tenders will be accepted through online mode only.

**ADG (Admin.)**  
ICFRE  
Dehradun

## **RE-TENDER**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
**INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION**  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार का एक स्वायत्त निकाय)  
(An Autonomous body under the Ministry of Environment, Forest & Climate Change,  
Government of India)  
पो.ओ.न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)  
P.O. New Forest, DEHRADUN-248006 (Uttarakhand)



TENDER DOCUMENT No. 13/PO/Consultancy/Stat./ Admin/ICFRE/2020-21  
Dated 19.01.2021

### **e TENDER FOR "PERFORMANCE REVIEW OF ICFRE"**

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Tender documents may be downloaded from ICFRE web site <http://icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in tender critical date sheet.

## CONTENTS

<b>Sl.</b>	<b>Particulars</b>	<b>Page No.</b>
1	Tender Schedule	04
2	Instructions	04
3	Scope of Work	04
4	Terms of Reference	06
5	Terms and Conditions	07
6	Payment terms	09
7	Disqualifications	09
8	Arbitration	10
9	<i>Force majeure</i>	10
10	Preparation and submission of proposal	11
11	Proposal evaluation	12
Form 1	Particulars of the Consultant	18
Form 2	Format of <i>Curriculum Vitae (CV)</i> of proposed key staff	19
Form 3	Bid Proposal Sheet	20

## 1) TENDER SCHEDULE

Events	Important date/time	Venue
Published Date	22.01.2021 at 06:00 PM	ICFRE website and Central Public Procurement (CPP) Portal
Bid document download /Sale start date	22.01.2021 at 06:30 PM	CPP Portal ( <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Bid submission start date	22.01.2021 at 07:00 PM	CPP Portal ( <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Bid submission end date	06.02.2021 at 6:35 PM	CPP Portal ( <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Opening date of Technical Bids	08.02.2021 at 11:00AM	Online
Opening of Financial Bids	To be decided	Online

The Tender may be either modified or cancelled at the discretion of the Head, Forestry Statistics Division ICFRE without assigning any reason.

## 2) INSTRUCTIONS TO THE BIDDERS

The Indian Council of Forestry Research & Education (ICFRE), Dehradun, an autonomous council of the Ministry of Environment Forests and Climate Change, Govt. of India, invites e-tender from consultants (hereafter referred as 'Agencies') for undertaking 'PERFORMANCE REVIEW OF ICFRE'.

1. The consultant will submit information as required for technical evaluation.
2. The consultant will deposit refundable Earnest Money Deposit (EMD) in the form of demand draft of ₹ 20,000.00 (Rupees Twenty Thousand only) drawn in the name of Accounts Officer, ICFRE, Dehradun payable at Dehradun.
3. The consultant will submit bid prices for providing consultancy as per the scope of work.

## 3) SCOPE OF WORK

### 3.1. ICFRE: An Introduction

The Indian Council of Forestry Research and Education (ICFRE) was established after reorganization of erstwhile FRI and Colleges in 1986. Subsequently, in 1991, ICFRE was declared an autonomous body registered as a society under the Societies Registration Act, 1860. It is the apex body for forestry research at the national level and has been undertaking holistic development of forestry research through need based planning, promoting, conducting and coordinating research, education and extension covering all aspects of forestry. The Council deals with the solution based forestry research in tune with the emerging issues in the sector,

including global concerns such as climate change, conservation of biological diversity, combating desertification and sustainable management and development of resources. To meet the research needs of different bio-geographical areas of the country, under the umbrella of ICFRE the following nine research Institutes & five Centres function all over the country as under:

SI No.	Institute	Centre
1.	Forest Research Institute, Dehradun(UK)	FR CER, Prayagraj (UP)
2.	Tropical Forest Research Institute, Jabalpur (MP)	FR CSD, Chhindwara (MP)
3.	Rain Forest Research Institute, Jorhat (Assam)	FR CLE, Agartala (Tripura) & FR CBR, Aizawl (Mizoram)
4.	Arid Forest Research Institute, Jodhpur (Rajasthan)	
5.	Institute of Wood Science & Technology, Bengaluru	
6.	Institute of Forest Genetic & Tree Breeding, Coimbatore (TN)	
7.	Himalayan Forest Research Institute, Shimla (HP)	
8.	Institute of Forest Productivity, Ranchi (Jharkhand)	
9.	Institute of Forest Biodiversity, Hyderabad (Telangana)	FR CCE, Vishakapatnam (AP)

### 3.2. Scope

The study will be conducted at the ICFRE headquarters, Dehradun and the nine Institutes and Centers of the Institute. The scope shall include meeting with stakeholders in order to comply with the laid Terms of Reference.

**As per the Rule 229 of GFR 2017 - General Principles for setting up of Autonomous Organisations** - The Performance Review study will involve analysis of the existing workflows and processes within and between organizations/units/departments/sections of ICFRE. It will be carried out for ICFRE (HQ), nine Research Institutes and five Centres. The broad scope of work/review will consist of providing the following deliverables:

- 1. Alignment maturity of the ICFRE with respect to Ministry's mandate in recent times and critical organisational issues and gaps in performance:** The external context can be identified by considering issues arising from legal, technological, competitive, market, cultural, social and economic environments; whether international, national, regional or local. The internal context can be identified by considering issues related to values, culture, knowledge and performance of the organization.
- 2. The alignment maturity of each institute with respect to the ICFRE and respective gaps in performance and working spaces across the departments:** An articulation of the strategies that will be utilized to achieve these objectives in Institutions. These must be developed through engagement with leaders across the Institution and respective functional heads.

3. **Identification of the core and supporting functions of the Organisations and assessment of these processes with respect to other service providers:** It will also include details of the relevance and viability of the services, rationalisation of the pricing strategy, and strategies for maximization of the internal resources utilization, portfolio of value-added services and its positioning strategy.
4. **Manpower analysis for achieving the objective of the organisation:** The report will also deliver on analytical estimation of manpower requirement at each functional area based on the key manpower driving indicators and process level data provided based on secondary data.
5. **Defining and regulating the user charges:** The report would also provide mechanisms for defining user charges including overhead/ institutional charges / management fee in respect of sponsored projects, and consultancies.

#### 4) TERMS OF REFERENCE

The *terms of reference* are as per Rule 229, General Principles for setting up of Autonomous Organisations. Peer review of autonomous organizations would include the following:

- (a) the objective for which the autonomous organization was set up and whether these objectives have been or are being achieved;
- (b) whether the activities should be continued at all, either because they are no longer relevant or have been completed or if there has been a substantial failure in achievement of objectives.
- (c) whether the nature of the activities is such that these need to be performed only by an autonomous organization.
- (d) whether similar functions are also being undertaken by other organizations, be it in the Central Government or State Government or the Private Sector, and if so, whether there is scope for merging or winding up the organizations under review.
- (e) whether the total staff complement, particularly at the support level, is kept at a minimum: whether the enormous strides in information technology and communication facilities as also facilities for outsourcing of work on a contract basis, have been taken into account in determining staff strength; and whether scientific or technical personnel are being deployed on functions which could well be carried out by non-scientific or non-technical personnel etc.
- (f) whether user charges including overhead/ institutional charges / management fee in respect of sponsored projects, wherever the output or benefit of services are utilized by others, are levied at appropriate rates
- (g) the scope for maximizing internal resources generation in the organization so that the dependence upon Government budgetary support is minimised.

## 5) TERMS AND CONDITIONS

### 5.1. Definitions

In these conditions and in the contract, unless a contrary intention appears:

"**Client**" means the Indian Council of Forestry Research and Education (ICFRE)

"**Consultant**" means the organization/institute/person who are willing to undertake the proposal.

"**Services**" means the duties of the consultant designated for achieving the objectives and deliverables of the TENDER

"**Project**" means the project proposal related to the "Performance Review of ICFRE".

### 5.2. SPECIFIC TERMS & CONDITIONS

The online tender is to be submitted under two bid systems *i.e.*, **Cover 1 (Technical Bid), and Cover 2 (Financial Bid)**. All the pages of the bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by fax/offline shall not be considered. No correspondence will be entertained in this matter. The bidder will also keep note that:-

- i) Acceptance of the bid shall be communicated to the successful bidder by a formal letter of acceptance.
- ii) The successful bidder shall be required to sign a contract on a stamp paper of ₹ 100/- to be furnished by them within 10 (ten) days of receiving communication regarding acceptance of the bid.
- iii) The successful bidder shall submit a certificate of acceptance within 10 (ten) days of the date of award of the contract.
- iv) In case of a discrepancy in the quoted prices the price written in words will be taken as valid.
- v) Short-listing of bidders do not confer any rights on any bidder, it only means that the offer made is under consideration.
- vi) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- vii) The bidder shall indicate the complete address of the organisation/office and work along with the name(s) of the contact person(s) and his/her (their) telephone/mobile nos. and other particulars as per the proforma at **Form 3**.
- viii) The bidder along with the financial bid shall furnish a certificate that the quoted prices are full and final and every thing has been included in financial bid. The financial proposal should include all overhead expenses and taxes as per the rules of the land.
- ix) The offer shall be valid for at least six months from the date of opening of the tender.

- x) Contract Review Committee (CRC) constituted by the competent authority shall review the progress of the work of successful bidder.
- xi) Consultant will submit a detailed plan elaborating methodology to be followed along with the deliverables and the time lines before the start of consultancy.
- xii) Conditional Tenders are liable to be rejected.
- xiii) In case of any dispute, the decision of the Director General, ICFRE shall be final and binding on the parties.
- xiv) ICFRE may call the consultant for periodic presentation of progress made for time to time, which would be conveyed through separate communication.

### 5.3. GENERAL TERMS AND CONDITIONS

- i) One room would be allocated along with one computer and printer along with internet connection at ICFRE HQ. However, the cartridge and other stationery and resources shall have to be managed by the consultant.
- ii) The office would be functional during the office time, however to work during hours other than working days/office time, the consultant will have to take permission from the client *i.e.* ICFRE.
- iii) During the term of engagement, the consultant project team shall devote the whole of their time and attention to the performance of the services and shall at all times act with due diligence and efficiency and in accordance with the *Terms of Reference*.
- iv) At all times, the consultant shall act with due propriety and discretion and in particular shall refrain from making any public statement concerning the Project or the Services without the prior approval of the client and shall refrain from engaging in any political activity.
- v) Except with the written consent of the ICFRE, the consultant will not divulge to any person any information relating to the services, the project or the client including information in respect of payments.
- vi) All reports, notes and other documents and data compiled or made by the consultant while performing the services shall be the property of ICFRE and upon termination of the engagement shall be disposed of. The reports/notes shall not be shared by consultant with any one.
- vii) No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
- viii) Commencement of assignment shall be within 15 (fifteen) days from the date of acceptance of offer.
- ix) The ADG (Admin.), ICFRE, Dehradun reserves the right without assigning any reasons thereof, to:
  - a) Accept or reject whole or any part of an offer
  - b) Reject any or all offers partly or wholly,
  - c) Cancel or withdraw the TENDER notice
  - d) Accept or reject any deviations from these conditions



**N.B. :** The ADG (Admin.), ICFRE, Dehradun is not bound to accept the lowest Tender or lowest part of any Tender.

#### **5.4. Qualifications of the Consulting Organisation**

1. Essentially to be a management institute of repute, involved in conducting research, training programmes and courses.
2. Have experience in performance review of activities of organizations/autonomous institutes.

### **6) PAYMENT TERMS**

- a) All payments to the successful Bidder shall be made by Indian Council of Forestry Research and Education (ICFRE), Dehradun upon submission of invoices along with the deliverables relating to this assignment and acceptance of the deliverables by Indian Council of Forestry Research and Education (ICFRE), Dehradun.
- b) The Consulting organisation will be paid the entire amount of the bid accepted by ICFRE in three instalments:
  - a) 1st instalment: 10% of the amount will be paid on submission of inception report consisting of data formats and approaches for achieving the deliverables and assigned work.
  - b) 2nd instalment 30% of the amount will be paid on submission of mid term report dealing with the preliminary analysis of different aspects of the organisation analysis of which is required to make organisation sustainable.
  - ii) 3rd instalment: 30% of the amount will be paid on submission of the draft report by the consulting organisation.
  - iii) Final instalment: 30% of the amount will be paid on submission of final report after incorporating all the issues raised by the ICFRE.
- c) No claim on account of any other taxes and duties presently in force for the services/material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the consultant himself.
- d) The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract agreement.
- e) The payment is subject to TDS as per Income Tax Rules/Laws.

### **7) DISQUALIFICATIONS**

Without prejudice, the tenderer may be disqualified and its tender may be dropped from further consideration for any of the reasons listed below:

- i. Material misrepresentation by such agency in the tender document
- ii. Lack of detailed methodology for the performance review along with the indicators
- iii. Failure by such agency to provide the information required herein

- iv. Non-submission of Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees twenty thousand only)
- v. Submission of incomplete information

## 8) ARBITRATION

- i) Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the consultancy or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, Dehradun on his behalf at the time of dispute.
- ii) There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his/her duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason shall be replaced by another person as decided by Director General, ICFRE, to act as arbitrator in accordance with the terms of the contract.
- iii) Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It shall also be a term of the contract that no person other than a person appointed by the Director General ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs.50,000/- and above, the arbitrator shall give reasons for the award.
- iv) Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made under and for the time being in force shall apply to the arbitration proceeding under this clause.
- v) Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.
- vi) The venue of arbitration shall be at Dehradun.
- vii) This clause will survive the termination or expiry of this Agreement.

## 9) FORCE MAJEURE

- a) The term "*Force Majeure*" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; orders or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, shortages, breach, delays or raw water resource not being available/

getting defunct / altered/ non-usable or any act beyond the control of human being'. The performance of the obligations of either party under this Agreement is subject to *Force Majeure*.

- b) If a *Force Majeure* situation arises, either party shall promptly notify to the other party in writing of such conditions and the cause thereof. Unless otherwise directed by ICFRE in writing, the agency shall continue to perform its obligations under this agreement, as far as it is reasonably practical. Either party reserves the right to terminate this contract, without any additional liabilities to either party, if the *Force Majeure* period continues for more than 50 (fifty) days.

## 10) PREPARATION AND SUBMISSION OF PROPOSAL

Online tender is to be submitted under two-bid-systems i.e. **Cover 1, and Cover 2**. All the pages of bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

### (a) Cover 1: Technical Bid

Technical documents should be uploaded in CPP Portal (<https://eprocure.gov.in/eprocure/app>). The following documents are to be furnished by the Tenderer/Bidder, as Technical Bid, as signed and scanned copy in pdf format uploaded in CPP Portal.

- i) A detailed proposal for *Performance Review of ICFRE* containing the methodology, team, time period and deliverables along with the budget of the project.
- ii) The detailed methodology for the performance review along with sample size, indicators for performance assessment and detailing about data collection along with approaches and data analysis protocol.
- iii) The refundable Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees twenty thousand).
- iv) Audited financial statements (reflecting overall turnover and the turnover specific to software and software related services) for the **past three financial years** (FY 2017-18, FY 2018-19, FY 2019-2020) and other satisfactory evidences such as authorized signatory, auditors certificate etc.
- v) Project description, with budget dates, and project completion certificates and references, names of concerned officials and financial value of the projects performed.
- vi) A detailed description of the organisation in **Form 1**.
- vii) The composition of the proposed team of professionals, the task, which would be assigned to each member along with the duration of their engagement should be mentioned.

- viii) Key information should include: duration with the firm, and degree of responsibility held in various similar assignments during the **last 2 (two) years; (Form 2)**.
- ix) Curriculum Vitae (C.V.) of proposed key professional.
- x) The bid proposal sheet in the **Form 3**.
- xi) The bidding organisation must possess atleast 5 years' experience of working on performance review of organizations. Enclose copies of supportive documents.
- xii) The bidding firm must submit a methodology for the execution of this consultancy. The bidders may visit the ICFRE between 9:30 AM to 5:00 PM on working days before the last date of submission of the tender, if required. The firm shall raise a formal request addressed to Head, FSD, ICFRE for the purpose.

**(b) Cover 2: Financial Bid**

- i) The financial proposal must be submitted in the Schedule of financial bid in the form of BoQ2.xls. Full details of business terms and conditions, *e.g.* taxes, levies, octroi etc., if any other information relevant to the services may please be indicated clearly.
- ii) Provision of TDS will be made as per Income Tax Rules.

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialled by the person or persons authorised to sign mandatorily online at <https://eprocure.gov.in> (the Central Public Procurement Portal) after going through the terms and conditions given thereof.

**11) PROPOSAL EVALUTION**

The evaluation of the proposals will be made as per the following procedure:

- (i) **Qualifying round-** The list of documents enclosed in Technical proposal shall be checked and once all the relevant documents are found to be submitted by the firm, the firm qualifies.
- (ii) **Financial evaluation-** Once the firm is technically qualified, the financial bid shall be opened and evaluated.

The Bid Evaluation Process has been detailed at serial no 12.

**12) Bid Evaluation Process**

The objective of the bid evaluation process is to evaluate the bids to select an effective and best fit service provider at a competitive price. The bids shall be evaluated in three stages.

Phase 1 – Eligibility Criteria (Pre- Qualification)

Phase 2 – Technical Proposal evaluation

### Phase 3 – Financial Proposal evaluation

**(a) Composite bid evaluation methodology:** The evaluation committee (“Evaluation Committee”) will carry out the technical evaluation of proposals on the basis of the following evaluation criteria and points system.

- Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation is concluded.
- Each evaluated proposal will be given a technical score as detailed below.
- The minimum technical score required to qualify for financial bid evaluation is 80 points out of 100.
- A proposal will be considered unsuitable and will be rejected at this stage if it does not follow the instructions of *Tender* and the *Terms of Reference* **or** if it fails to achieve the minimum technical score.
- The Tendering Authority will notify applicants who fail to score the minimum technical score about the same and return their Financial Proposals unopened after completing the selection process.
- The Tendering Authority will notify the applicants who secure the minimum qualifying technical score, indicating the date and time set for opening the Financial Proposals.
- The notification may be sent by registered letter and / or electronic mail.

Financial Bids will be opened only for technically qualified firms who obtain a minimum score of 80 marks out of 100 in the Technical Evaluation. Following are important points for the Financial Bids:

- The Financial Bid shall be a lumpsum bid inclusive of all expenses and applicable taxes
- The financial proposals shall be evaluated on the basis of total lumpsum charges offered by the bidder. Any monetary figure in decimal shall be rounded off to the nearest INR.
- In cases of discrepancy between the prices quoted in words and in figures, the price in words shall be considered.
- For any calculation/ summation error *etc.* the bid may be rejected.
- The technically qualified bidder who bids the lowest will be given a financial score of 100.

The financial scores of other bidders for the project shall be computed as follow:

Lowest offer quoted by the qualified bidder (INR).

Normalized financial score of bidder A =  $100 * [\text{Lowest offer}] / [\text{Offer quoted by bidder A (INR)}]$

Bids will be evaluated as per Combined Quality Cum Cost-based System (QCBS). The Technical Bid will be allotted a weight of 80% while Financial Bid will be allotted a weight of 20%. A combined score for a bidder will be arrived at according to the following formula:

Combined score of A= 80\* [Technical score of A out of 100] + 20\* [Normalized Financial score of A]

The bidder obtaining the highest total combined score in evaluation of Technical and Financial Bids as per para above will be ranked H-1 followed by proposal securing lesser marks as H-2, H-3 etc. Bidder securing highest combined marks and ranked H-1 shall be recommended for award of contract. In case of non-suitability of H-1, the next bid as per the above mentioned rule would be recommended for award of contract. ICFRE will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

**(B) Phase 1- Evaluation of Eligibility Criteria (Pre-Qualification)**

The evaluation will involve validating the documents submitted in the prescribed format. Documents without valid proof will be invalid and will not be considered for eligibility. O/o ADG(A) reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the bidders thereof. Only bidders, meeting the Eligibility Criteria, will be considered for further stages of evaluation.

Only those bidders who fulfil the criteria mentioned in the table below are eligible for technical evaluation. Offers received from the bidders who do not fulfil any of the following eligibility criteria are liable to be rejected.

Sl. No	Eligibility Criteria Requirement	Supporting Document required (Proof)
1	The Bidder should be a Government Organization/PSU/Public/Partnership/Private limited company or subsidiary thereof.	Certificate of Incorporation (in case of Pvt. Ltd./ LLP/ Ltd. company), Partnership Deed in case of Partnership Firm.
2	The Bidder should have been in operation for at least 5 years as on date of TENDER. In case the current Bidder Company is the result of a merger / acquisition, at least one of the merging companies should have been in operation for at least 5 years as on date of Tender.	Certificate of Incorporation.
3	The Bidder should have a minimum turnover of Rs.5 Crore per annum in last three financial years (FY 2017-18, FY 2018-19, FY 2019-2020)	Audited Financial Statements for last three years clearly depicting the required information Or Certificate from the chartered accountant
4	The Bidder should not have been blacklisted by any Government or PSU enterprise in India as on the	Self-Declaration certified by authorized signatory of the bidder as per Form - 4

	date of the Tender.	
5	The Bidder should have conducted at least 3 Impact assessment/ evaluation studies in the past 5 years out of which at least 1 studies in Govt. Depts., Autonomous bodies etc.	Self-certified statement indicating name of the study conducted, States covered and Name of the client for whom study was conducted. Copies of the satisfactory work completion certificate / LOI/ Contract agreement or other relevant document given by the client should be enclosed.
7	Confirm details of GST registration furnished	Relevant paper may be submitted

\*Note: Bidders need to ensure compliance to all the eligibility criteria points.

Any assumptions made by the bidders in response of this Tender will be at their own risk and costs. Evaluation committee will not be liable for any such assumptions / representations made by the bidder's. Evaluation committee decision will be final and the committee reserves the right to disqualify the bidder who does not submit sufficient proof of their credentials as prescribed in eligibility criteria.

### **(C) Phase 2- Technical Bid Evaluation.**

Bidders shall have to enclose documentary evidence in support of following mentioned specifications. In the absence of such supporting documents as detailed in relevant Forms and annexures of the Tender, the bid will be rejected summarily.

Technical Bids will be opened by the evaluation committee as per the schedule in the Tender and will be evaluated as per the following matrix:

<b>S. No.</b>	<b>Specification</b>	<b>Max Marks</b>
A	Experience of Appraisal/Review/Evaluation of Centrally Sponsored Schemes/Govt. funded projects assigned by Central / State Govt. / Govt. Autonomous Bodies during the last five (5) Years	45 (30+15)
1	Details of Appraisal/Review/Evaluation of scheme/project /institution exclusively related to scientific institutions <ul style="list-style-type: none"> <li>• Contracts costing Rs. 15 Lakh and above (10 marks for each study).</li> <li>• Contracts costing above Rs. 10 Lakh and below Rs.15 Lakh (8 marks for each study).</li> <li>• Contracts costing Rs.10 Lakh and below (5 marks for each study).</li> </ul>	30
2	Details of Appraisal/Review/Evaluation of scheme/project related to any other (Other than specified in section A.1) <ul style="list-style-type: none"> <li>• Contracts costing Rs. 25 Lakh and above (5 mark for each study).</li> <li>• Consultancy contracts costing above Rs. 20 Lakh and below Rs.25 Lakh (4 mark for each study).</li> <li>• Consultancy contracts costing Rs.20 Lakh and below (3 mark for each study).</li> </ul>	15

B	Approach and Methodology	35
1	Description of approach and methodology proposed to be adopted for the nation-wide study. <ul style="list-style-type: none"> <li>• Understanding of the scope of work</li> <li>• Approach to study, Sampling &amp; Methodology</li> <li>• Data collection protocol</li> <li>• Adherence to timelines</li> <li>• Work Plan</li> <li>• Deliverables</li> </ul>	35
C	Proposed Team Members Expertise	20
1	Team Leader <ul style="list-style-type: none"> <li>• Should have Post Graduate Degree in Management/Forestry/ Entrepreneurship or equivalent or Ph. D degree</li> <li>• Should have more than 10 years of overall experience</li> <li>• Should have more than 5 years of experience in conducting evaluation studies/review for government organizations</li> </ul>	10
2	Additional Experts/Support team member designated for the study (5 and above team members) <ul style="list-style-type: none"> <li>• Should have minimum 3 years of overall experience</li> <li>• Should have 1-2 years of experience in conducting evaluation studies/review for government organizations</li> </ul>	10
	Total Marks	100

**(D) Phase 3- Financial Bid Evaluation**

The bidders who are technically compliant i.e. passing the overall 80 marks in the Technical Bid evaluation, subject to achievement of minimum 50% marks under each of the aforesaid three specifications (A, B and C) as mentioned above in Phase-2, shall be eligible for Phase-3 Financial Bid Evaluation. O/o ADG(A) seeks the bidder to quote “Total cost for the assignment”.

**13) Duration of the assignment**

The study is to be completed by the agency within 18 weeks from the date of award of the assignment.



#### 14) Time Frame and deliverables

The Bidder is expected to adhere to these timelines stipulated below. Non-compliance to these timelines will be liable for penalty as decided by the ICFRE.

S.N.	Key Activities	Time Lines (In weeks)
1	Date of issuance of work order	T
2	Inception report along with Data Formats and Approches	T + 1
3	Data collection, data management, data quality checks and analysis protocal	T + 10
4	Mid term report (preliminary Analysis)	T + 11
5	Draft Report and presentation	T + 16
6	Discussions and Inputs from ICFRE	T + 17
7	Final report	T + 18

#### 15) Penalties:

The study is to be completed by the successful bidder within the stipulated time i.e. 18 weeks from the date of award of assignment. For factors beyond the control of the agency, suitable extension in time may, however, be granted at the request of the agency. No extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the award letter would be admissible. If the performance of the agency during the study is not found to be satisfactory, the award of the assignment can be terminated and the amount already paid to the agency (if any) shall be recovered.

**ADG (Admin.)**  
ICFRE

**FORM 1**

**PARTICULARS OF THE CONSULTANT**

1. Name of the consultant/  
Organization : \_\_\_\_\_
2. Head/Regd.Office Address : \_\_\_\_\_
  - a) Postal : \_\_\_\_\_
  - b) Fax .No. : \_\_\_\_\_
  - c) Telephone No.s (s) : \_\_\_\_\_
  - d) E-mail Address : \_\_\_\_\_
  - e) Website Address : \_\_\_\_\_
  - f) Website Address : \_\_\_\_\_
3. Former name of consultant/(if any)  
Organization : \_\_\_\_\_
4. Dehradun Office Address, if any : \_\_\_\_\_
  - a) Postal : \_\_\_\_\_
  - b) Fax .No. : \_\_\_\_\_
  - c) Telephone No.s (s) : \_\_\_\_\_
  - d) E-mail Address : \_\_\_\_\_
5. Name of Organization: Individual/ Partnership/Incorporated
6. (i) Year of establishment : \_\_\_\_\_
7. Amount of EMD deposited
  - a) Bank Draft No. : \_\_\_\_\_
  - b) Bank Detail : \_\_\_\_\_
  - c) Amount : \_\_\_\_\_
8. Name and address of the authorized  
Signatory/contact person for this : \_\_\_\_\_  
Quotation : \_\_\_\_\_
9. Whether letter of Authority for  
attending bid opening enclosed : \_\_\_\_\_  
With Quotation ?
10. Whether PAN certificate attached ? : \_\_\_\_\_
11. GST Regn. No of Organization : \_\_\_\_\_

**Signature of Bidder**  
**Name**  
**Office Seal**

Date:  
Place:

FORM 2

FORMAT OF CURRICULUM VITAE (C.V.)  
OF PROPOSED KEY PROFESSIONAL

Designation : .....  
Name of Organization : .....  
Name of Key Professional: .....  
Date of Birth : .....  
Years with Firm : .....Nationality.....  
Membership of Professional Societies: 1.....  
2.....3.....  
Details of Tasks Assigned: .....

**Key Qualifications:**

*(Give an outline of staff member' experience and training most pertinent to task on assignment. Describe degree res of responsibility held by staff member on relevant previous assingments and give dates and locations. Use up to half of a page).*

.....  
.....

**Technical qualification:**

*(Summarize specialized qualification of staff member, giving names of institutes organisations, attended and degrees, diploma, certificates obtained. Use up to quarter page).*

.....  
.....

**Employment Record:**

*(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates,names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.Use up to three quarters of a page).*

.....  
.....

*Signature of the proposed key professional be duly attested by the Consultancy Organisation*

**FORM 3**  
**BID PROPOSAL SHEET**

Tenderer' Proposal Reference No. & Date: \_\_\_\_\_  
Tenderer's Name & Address : \_\_\_\_\_  
Person to be contacted: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Telephone No. E-mail: Fax No: \_\_\_\_\_

**To**

**The ADG (Admin.)**  
**Indian Council of Forestry Research & Education**  
**P.O. New Forest, Dehradun - 248006**

**Sub: Tender document for consultancy on Performance Review of ICFRE**

Dear Sir

1. A detailed proposal for the "Perfromance Review" is being submitted along with the methodology description in details with the team of experts matching to the proposal.
2. We, the undersigned Tenderer (s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
3. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of 6 (Six) months from the last date of submission of bids.
4. We do hereby confirm that our bid prices include all taxes including Income Tax, GST etc.
5. We have studied the Clauses relating to the tax laws of India and hereby declare that if the rates of any Tax are enhanced under the law, we shall pay the same.
6. We have enclosed the Earnest Money Deposit (EMD) in the Form of Bank draft amounting to Rs 20,000/- (Rupees Twenty thousand only).
7. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.
8. We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
9. We hereby declare that our proposal is made in good faith, and the information contained in the proposal is true and correct to the best of our knowledge & belief.
10. Bid submitted by us is properly prepared so as to prevent any subsequent alteration and replacement.
11. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours sincerely,

**(Signature)**

**Date:**  
**Place:**

**Name:**  
**Designation:**  
**Business Address: Seal**

**Form 4**

**Declaration for not being blacklisted**

**(To be submitted on the letter head of the Bidder)**

**To**

**The ADG (Admin.)  
Indian Council of Forestry Research & Education  
P.O. New Forest, Dehradun - 248006**

Sir,

With reference to the TENDER No. No. 6-65/F.Stat./ICFRE/2020-21/Part File,  
We..... hereby declared and  
confirmed that we have not been blacklisted by any Government Department  
(Central/State/Autonomous/PSU) in India.

Yours sincerely,

**(Signature)**

**Date:  
Place:**

**Name:  
Designation:  
Business Address: Seal**