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EXPRESSION OF INTEREST (EOI)

For

**GIS BASED PLANNING AND EVALUATION OF SOCIAL
FORESTRY/ AGROFORESTRY UNDER MAHATMA GANDHI
NATIONAL RURAL EMPLOYMENT GURANTEE ACT
(MGNREGA)**

Issued by:

Bihar Rural Development Society

Government of Bihar

BIHAR RURAL DEVELOPMENT SOCIETY

MAIN SECRETARIAT

PATNA – 800015 BIHAR (INDIA)

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BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)

Invitation for Expression of Interest (EoI) for GIS based planning and evaluation of social forestry/ agroforestry under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in the state of Bihar

No. _____

Date: 25.10.2014

1. BRDS invites Expression of Interest from eligible consulting firms/ agencies for planning and evaluation of social forestry/ agroforestry under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in the state of Bihar.
2. The minimum eligibility criteria for the participating Consulting firms:
 - a. **The consultant should be an entity registered under the Companies Act, 1956. It should be an ISO 9001:2008, certified company.**
 - b. **It should be in operation in India for the last three years and must have made profit during each of the last 3 years i.e. 2011-12, 2012-13 and 2013-14. The consultants should have an average annual turnover of Rs. 5.00 crores during the last three years, i.e., 2011-12, 2012-13 and 2013-14.**
3. Interested Consultants/ Agencies may download the complete document from tender section on the website <http://www.rdd.bih.nic.in> from 25th October 2014 onwards.
4. A Pre-bid meeting will be held on 11th November 2014 at 3.00 pm in the meeting hall of The President, BRDS, Rural Development Department, Government of Bihar.
5. Sealed completed document will be received at the address mentioned below on any working day up to 15:00hrs on 25th of November 2014 at the following address:

The President,

Bihar Rural Development Society, Government of Bihar

Main Secretariat, Patna- 800015, Bihar

Tel: 0612 2217496, Fax: 0612 2217857, E-mail: rlrsec-bih@nic.in

6. The President BRDS reserves the right to accept or reject any or all Proposals without incurring any obligation to inform the affected applicant/s. The Proposals will be evaluated based on the information provided by the applicants and the evaluation criteria detailed in EoI Document.

-President-

Bihar Rural Development Society

Government of Bihar

Main Secretariat

Patna 800015

SECTION 1: LETTER OF INVITATION

SECTION 1: LETTER OF INVITATION

No. 4/BRDS/14/001

Date:

From:

**The President,
Bihar Rural Development Society, Government of Bihar
Main Secretariat, Patna- 800015, Bihar
Tel: 0612 2217496, Fax: 0612 2217857, E-mail: rlrsec-bih@nic.in**

To:

All Prospective Bidders

Attention: Mr/Ms _____

1. The President, Bihar Rural Development Society (BRDS), invites proposals from eligible consulting firms/ agencies for planning and evaluation of social forestry/ agroforestry under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in the state of Bihar.
2. The Background Information and Terms of Reference for the Consulting services are provided in Section 5 of the Request for Proposal (RFP).
3. This RFP is available to all eligible prospective consulting firms.
4. A firm(s) will be selected as per the procedures described in this RFP, in accordance with the policies of the Government of Bihar.
5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including DATA SHEET)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Terms of Reference

All prospective Consultants/ Agencies are advised to go through the RFP document and communicate their queries, if any, in writing through email to rlrsec-bih@nic.in not later than 7 days before the submission date.

6. Bidders are requested to submit following documents along with their Proposals:
 - a. **Document Fee (Non-Refundable) of Rs. 10,000/-**
 - b. **Copy of Certificate of Incorporation / Registration Certificate**
 - c. **Audited Statements of last 3 years to be enclosed along with ITRs**
 - d. **Certificate/ Work order/ MoU from Employer regarding experience**
7. BRDS reserves the right to accept or reject any or all Proposals, and to cancel the selection process and reject all Proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

**-President-
BRDS
Government of Bihar**

SECTION 2: INSTRUCTIONS TO CONSULTANTS

SECTION 2: INSTRUCTIONS TO CONSULTANTS

INTRODUCTION

1. GENERAL

- 1.2 BRDS, GoB, Patna, Bihar will select consulting firms/ organizations in accordance with the method of selection specified in the DATA SHEET.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visits; collection of information; and, if selected, attendance at contract negotiations etc.
- 1.5 The BRDS is not bound to accept any Proposal and reserves the right to cancel the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.
- 1.6 In preparing their Proposals, consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing information may result in rejection of a Proposal.

CONFLICT OF INTEREST

- 1.7 BRDS requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, avoid conflicts and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:
 - (i) **If a consultant is associated with or affiliated to a contractor or manufacturer; or**
 - (ii) **If a consultant is owned by a contractor or a manufacturing firm**

FRAUD AND CORRUPTION

- 1.8 BRDS requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the BRDS:
 - (i) defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) "Corrupt practice" means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/ or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
 - (b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid

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submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any BRDS contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any BRDS contract.

PROPOSAL VALIDITY

- 1.9 The DATA SHEET indicates how long the consultants' Proposals must remain valid after the submission date. During this period, the consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request consultants to extend the validity period of their Proposals. Consultants have the right to refuse to extend the validity period of their Proposals.

PARTICIPATION OF GOVERNMENT EMPLOYEES

- 1.10 No current government employee shall be deployed by the consultant without the prior written approval by the appropriate authority.

2. CLARIFICATIONS AND AMENDMENTS TO THE RFP DOCUMENT

- 2.1 Consultants may request a clarification of any of the RFP documents up to 7 days prior to the Proposal submission date indicated in Clause 1.10 of "SECTION 2: DATA SHEET FOR INSTRUCTIONS TO CONSULTANTS". Any request for clarification must be sent in writing to the address indicated in Clause 1.6 of the DATA SHEET. The Client will respond in writing and will send written copy of the response, including an explanation of the query but without identifying the source of inquiry, to all consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Clause 2.2.
- 2.2 At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP document by issuing an addendum/ corrigendum. The addendum/ corrigendum shall be sent to all consultants and will be binding on them. It will also be uploaded on the official website www.BRDS.bih.nic.in. To give consultants reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the final RFP submission.

3. PREPARATION OF THE PROPOSAL

- 3.1 Consultant's Proposal (the Proposal) will consist of two (2) components:
- a. RFP documents cost;**
 - b. Technical Proposal (With Minimum Eligibility Criteria documents);**
- 3.2 The Proposal, as well as all related correspondence exchanged by the consultants and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English.
- 3.3 The Proposal should include a **Cover letter (Tech-1) signed by the person** with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm(s). The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract. If the cover letter is not attached with the technical bid documents then the Proposal shall be rejected out-rightly and will not be considered for any further evaluation.
- 3.4 Details of personnel:
- (i) The name, age, background employment record and professional experience of each nominated expert, with particular reference to the type of experience required for the services, should be presented in the prescribed CV format.
 - (ii) Only one CV may be submitted for each position.
 - (iii) The Client requires that each expert confirm that the content of his/ her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. Alternatively, the authorized representative of the firm may also sign the same in case of temporary absence of the expert(s).

4. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 4.1 The RFP document cost, Technical Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves. Any such corrections, interlineations or overwriting must be initialed by the person(s) who signed the Proposal.
- 4.2 An authorized representative of the Consultant shall initial each and every page of the original copy of the Financial and technical Proposal and duly stamped. If each and every pages of technical and financial bids are not signed then the consultancy firm's bid will be out rightly rejected.
- 4.3 The Technical Proposal to be sent to the Client shall be placed in a sealed envelope clearly marked "**Expression of Interest (EoI) for GIS based planning and evaluation of social forestry/ agroforestry under MGNREGA**"

5. PROPOSAL EVALUATION

GENERAL

- 5.1 From the time the Proposals are opened to the time the contract is awarded, the consultant should not contact the Client on any matter related to its Technical Proposal. Any effort by a consultant to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the consultant's Proposal.
- 5.2 Envelope 1 for all Proposals shall be opened first. If the RFP document cost is not found to be in envelope then the Proposal shall be treated as non-responsive and shall not be evaluated further.

MINIMUM ELIGIBILITY CRITERIA

- 5.3 Agency will not be selected if they do not meet the minimum eligibility criteria as mentioned below:
- a. **The firm/ organization should be an entity registered under the Companies Act, 1956. It should be an ISO 9001:2008 certified company.**
 - b. **It should be in operation in India for the last three years and must have made profit during each of the last 3 years i.e. 2011-12, 2012-13 and 2013-14. The consultant should have an average annual turnover of Rs. 5.00 Crores during the last three years, i.e., 2011-12, 2012-13 and 2013-14.**

EVALUATION OF TECHNICAL PROPOSALS

- 5.4 Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum eligibility criteria.
- 5.5 The Client will constitute an Evaluation Committee for evaluation and ranking of Proposals received.
- 5.6 The Evaluation Committee would first thoroughly check the technical bid form and supporting documents and shortlist the eligible agencies based on the minimum eligibility criteria.
- 5.7 The above short-listed companies will be advised to make a presentation (in power point) duration of approximately 30 minutes including Q&A to the Evaluation Committee on their capabilities, experiences, etc. and showcase their work done for other clients. The date, time and venue of the presentation would be notified.
- 5.8 The Evaluation Committee will evaluate and rank the Technical Proposals on the basis of the Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the DATA SHEET. Each Technical Proposal will receive a technical score. **A Proposal shall be rejected if it does not achieve the minimum technical mark of 60 from the maximum of 100 points.**
- 5.9 A Technical Proposal may not be considered for evaluation in any of the following cases:
- (i) the consultant that submitted the Proposal(s) or its associated consultant failed to make a proper statement to that effect in the cover letter ; or
 - (ii) the consultant or its associated consultant was found not to be legally incorporated or established in India; or

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- (iii) the Technical Proposal was submitted in the wrong format;
 - (iv) the Technical Proposal included details of costs of the services; or
 - (v) The Technical Proposal reached the Client after the submission closing time and date specified in the DATA SHEET.
- 5.10 After the technical evaluation is completed, the Client shall notify consultants whose Proposals did not meet the minimum qualifying technical mark or whose Technical Proposals were considered non-responsive to the EOI requirements, indicating that they will be out from the completion of the selection process for RFP. The Client shall simultaneously notify, in writing to the consultants whose Technical Proposals received a mark of 60 or higher, indicating the date, time, and location for opening of Financial Proposals.
- 5.11 Consultants' attendance at the opening of Technical Proposal is mandatory.
- 5.12 The Evaluation Committee will go through the Technical and Financial Proposals and mark each of the qualified bids.

6. AWARD OF RFP

- 6.1 The consultant who has qualified in the EOI evaluation will be provided the RFP. Those companies/consultants provided RFP, shall submit their financial proposals.

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SECTION 3: DATA SHEET FOR INSTRUCTIONS TO CONSULTANTS

SL	DESCRIPTION			
1.1	<p>Name of the Client: Bihar Rural Development Society, Govt. of Bihar</p> <p>Client's Representative: The President, BRDS</p> <p>Method of selection: Quality and Cost Based Selection (QCBS)</p>			
1.2	<p>Financial Proposal(s) is to be submitted along with the Technical Proposal</p> <p>a. Document fee (Non-refundable Rs 10,000/-)</p> <p>Name of the assignment: Planning and evaluation of social forestry/ agroforestry under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in the state of Bihar</p>			
1.3	A Pre-bid meeting will be held on 25.11.2014 at 3.00 pm in the meeting hall, Bihar Rural Development Society, Govt. of Bihar, Patna.			
1.4	The Client will provide the following inputs and facilities: As mentioned in Terms of Reference (ToR)			
1.5	Proposals must remain valid for 90 days from the submission date.			
1.6	<p>Clarifications may be requested not later than 7 days before the submission date.</p> <p>The address for requesting clarifications is:</p> <p>The President, Bihar Rural Development Society, Government of Bihar Main Secretariat, Patna- 800015, Bihar Tel: 0612 2217496, Fax: 0612 2217857, E-mail: rlrsec-bih@nic.in Website: www.BRDS.bih.nic.in</p>			
1.7	The Technical Proposal shall include documents establishing minimum eligibility criteria as defined in Clause 6.3 of "SECTION 2: INSTRUCTIONS TO CONSULTANTS".			
1.8	The Consultant shall quote consultancy charges for satisfactory performance of the services under the contract. It is expected that consultant has quoted its fee considering all requirements for satisfactory performance of the services included in ToR. If the consultant has not considered any component for performance of the services, no extra payment shall be made on this account.			
1.9	Amounts payable by the Client to the consultant under the contract shall be subjected to local taxes, if any. The Client will pay Service Tax, on prevailing rates as applicable on the consultancy charges.			
1.10	Last date of receiving bids: 25-11-2014, Time: 15:00 hrs.			
1.11	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <p>a) Technical criteria that would be considered for selection of preferred bidder would be as follows:</p>			
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left;">SL</th> <th style="width: 60%; text-align: center;">CRITERIA</th> <th style="width: 25%; text-align: right;">SCORE ALLOCATED</th> </tr> </thead> </table>	SL	CRITERIA	SCORE ALLOCATED
SL	CRITERIA	SCORE ALLOCATED		

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1	Firm's experience in GIS based planning projects	40
2	Firm's experience in similar geographical areas	10
3	Methodology, Work Plan and Innovativeness	20
4	Qualifications and experience of Project Manager (Team Leader) and other key professionals	20
5	Technical Presentation	10
TOTAL MARKS		100

(b) The members of Evaluation Committee will carry out the evaluation of Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive Proposal will be given a technical score. For qualification, a minimum of 60 marks is to be obtained by the Consultant.

1. ELIGIBILITY CRITERIA

The eligibility criteria for the selection of firm are as follows:

1. The firm/ organization should be an entity registered under the Companies Act, 1956. It should be a ISO 9001:2008 certified company.
2. It should be working actively in the field of Planning, preparation of GIS database and base maps and collection of large-scale survey data.
3. It should be in operation in India for the last three years.
4. It must have made profit during each of the last 3 years i.e. 2011-12, 2012-13 and 2013-14. The consultants should have an average annual turnover of Rs. 5.00 crores during the last three years, i.e., 2011-12, 2012-13 and 2013-14. (ITRs and Balance Sheets to be attached)
5. It should have Credit Limit of a minimum Rs. 3.00 crores (Certificate from a nationalized/ Private bank to be attached).
6. Joint Venture/ Consortium is not allowed.

2. EVALUATION OF PROPOSALS

1. The minimum eligibility criteria will be first evaluated as defined in the Clause 6.3 of "SECTION 2: INSTRUCTIONS TO CONSULTANTS" for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet the prescribed minimum eligibility criteria.
2. The Client will constitute an Evaluation team for evaluation and ranking of Proposals received.
3. The Evaluation Committee would first thoroughly check the technical bid form and supporting documents and shortlist the eligible agencies based on the minimum eligibility criteria.
4. The above short-listed companies will be advised to make a presentation (in power point) duration of approximately 30 minutes including Q&A to the Evaluation Committee on their capabilities, experiences, etc. and showcase their work done for other clients. The date, time and venue of the presentation would be notified.

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5. The Committee would evaluate the quality of Bidders on the criteria formulated by it. Points will be given on the basis of proposals submitted and the presentation given by the bidders. The Committee may even wish to personally visit the firms headquarter any time 15 days after the selection process.
6. The Evaluation Committee will evaluate and rank the Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Clause 1.11 of "SECTION 2: DATA SHEET FOR INSTRUCTIONS TO CONSULTANTS". A Proposal shall be rejected if it does not achieve the minimum technical mark of 60 from the maximum of 100 points.
7. After the technical evaluation is completed, the Client shall notify Consultants whose Proposals did not meet the minimum qualifying technical mark or Consultants whose Proposals were considered non-responsive to the RFP requirements. The Client shall simultaneously notify, in writing to the consultants whose Proposals received a mark of 60 or higher. The Final score will be intimated to the qualified bidders through e-mails.

APPENDIX I TO DATA SHEET

NARRATIVE EVALUATION CRITERIA FOR FULL TECHNICAL PROPOSAL (FTP)

1. FIRM'S EXPERIENCE IN GIS BASED PLANNING PROJECTS: 40 Marks

Previous experience of the agency in undertaking planning projects, which involve large scale GIS map preparation, planning, analysis, assessment and report generation based on mapping done.

Criteria: Agency must have carried out at least 8 similar natures of assignments during last 3 years in urban/ rural areas.

2. FIRM'S EXPERIENCE IN SIMILAR GEOGRAPHICAL AREAS: 10 marks

The agency must have carried out at least five assignments such as master plans, zonal development plans, corridor development plans, DPR preparations, etc. in the states of Bihar, Uttar Pradesh and Jharkhand in the last 3 years.

3. METHODOLOGY, WORK PLAN AND INNOVATIVENESS: 20 marks

- a) The Consultant would be evaluated on the appropriateness and innovativeness adopted for this project. The Methodology should highlight the firm's understanding of the work details. -10
- b) The firm having ISO14001 certification shall be preferred.-10

4. QUALIFICATIONS AND EXPERIENCE OF PROJECT MANAGER (TEAM LEADER) AND OTHER KEY PROFESSIONALS: 20 marks

Each expert will be evaluated against the tasks assigned in accordance with four main criteria:

- a. General experience such as academic qualification and the number of years of related experience: (50%)
- b. Project related experience based on the number of relevant projects implemented: (50%)

SL	DESIGNATION OF KEY EXPERTS	MAX. MARKS ALLOTTED
1	Project Manager/ Team Leader	10
2	GIS Specialist	4
3	MIS Specialist	4
4	Horticulturist	2
TOTAL MARKS		20

5. TECHNICAL PRESENTATION: 100 marks

During the technical evaluation stage, the consultant would have to make a presentation on the Approach and Methodology adopted for the project and the firm's capability in executing similar projects.

APPENDIX II TO DATA SHEET

1. DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

SL	CRITERIA	MAX. MARKS
1	Firm's experience in GIS-based planning projects: Previous experience of the agency in undertaking planning projects, which involve large scale GIS map preparation, planning, analysis, assessment and report generation based on mapping done.	40
Each assignment will carry 50 marks; Maximum 400 marks will be awarded		
2	Firm's experience in similar geographical areas: The agency must have carried out assignments such as master plans, zonal development plans, corridor development plan, DPR preparations, etc. in the states of Bihar, Uttar Pradesh and Jharkhand only in the last 3 years.	10
Each assignment will carry 20 marks; Maximum of 100 marks will be awarded		
3	Methodology, Work Plan and Innovativeness: The Consultant would have be evaluated on the appropriateness and innovativeness adopted for this project .	20
4	Qualifications and experience of Project Manager (Team Leader) and other key professionals:	20
	Holding the managerial position for the last 10 years	5
	General experience such as qualifications and number of years of experience in similar assignments in rural/urban area.	5
	General experience such as academic qualification and the number of years of related experience	2
	Project related experience based on the number of relevant projects implemented (GIS & MIS Integration, Development of GIS based maps and GIS database)	2
	General experience such as academic qualification and the number of years of related experience	2
	Project related experience based on the number of relevant projects implemented (GIS & MIS Integration, Report generation)	2
	General experience such as academic qualification and the number of years of related experience	1
	Project related experience based on the number of relevant projects implemented (Social forestry)	1
Apart from the technical experts, the consultant should provide a list of GIS draughtsmen (10 nos.), MIS operators (5 nos.) and Systems Administrators (2 nos.) indicating their years of		

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experience and other relevant details; Detailed CVs are not required. The consultant will be providing the above-mentioned man-power. BRDS would provide space to the Consultant for setting up an office, along with providing all the necessary hardware and software components.

5	Technical Presentation: During the technical evaluation stage, the consultant would have to make a presentation on the Approach and Methodology adopted for the project, and the firm's capability in executing similar projects.	10
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2. QUALIFICATIONS AND EXPERIENCES OF KEY EXPERTS

SL	POSITION	QUALIFICATIONS	EXPERIENCE
1	Project Manager/ Team Leader	M. Tech in GIS and Remote Sensing	Must have experience of at least 10 years in Managerial position 7-8 years of experience in supervisory position in GIS-based planning projects
2	GIS Specialist	Masters in Planning/ M. Tech in GIS and Remote Sensing/ M.Sc. in Geoinformatics	Should have at least 10 years of working experience in using GIS Application like ArcGIS/Geo media/Map 3D in any Govt. or private project and base map creation with GIS database in urban/ rural/ regional sectors
3	MIS Specialist	BE/ B.Tech in IT/ Computer/ ETC/ MCA from a reputed university	At least 8 years of experience in handling similar type of responsibilities in Govt or private projects. Familiarity with projects dealing in monitoring & evaluation. Experience in handling survey data, MIS, GIS and data base Application
4	Horticulturist	B.Sc in Horticulture	Atleast 10 years of experience in implementing social forestry projects as a horticulturist
5	GIS Draughtsman 10 nos.	Masters in Planning/ M. Tech in GIS and Remote Sensing/ M.Sc. in Geoinformatics	Should have at least 2 years of working experience in using GIS Application like ArcGIS/ Geo media/ Map 3D in any Govt. or private project and base map creation with GIS database in urban/ rural/ regional sectors
6	MIS Operators 5 nos.	BE/ B.Tech in IT/ Computer/ ETC/ MCA from a reputed university	At least 2 years of experience in handling similar type of responsibilities in Govt or private projects. Familiarity with projects dealing in monitoring & evaluation.

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			Experience in handling survey data, MIS, GIS and data base Application
7	System Administrators 2 nos.	BE/ B. Tech. in IT/ Computer/ ETC/ MCA from a reputed university	At least 4 years of experience in maintenance of mobile-based and web-based ICT applications

SECTION 4: TECHNICAL FORMS

FORM TECH 1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

(45)

To:

**The President,
Bihar Rural Development Society, Govt. of Bihar
Main Secretariat, Patna- 800015
Phone: (0612) 2217496**

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature of Authorized Representative_____

Name and Title of Signatory_____

Name of the firm_____

Address_____

Contact details_____

FORM TECH 2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

FORM TECH 2A: CONSULTANT'S ORGANIZATION

[Provide here a brief (two pages) description of the background and organization of the Consultant with the following summary sheet]

Name of the agency	
Address of registered office	
Year of establishment	
Contact person with contact details	
Annual turnover* in the last three years (Rs. in Lacs) <ul style="list-style-type: none"> ▪ FY 2011-12 ▪ FY 2012-13 ▪ FY 2013-14 Average annual turnover for above three Financial years	
*Audited statements to be enclosed	
Net worth of Agency (Positive/ Negative)	
Current contract commitments (Rs. in Lacs)	
Credit Limit (Rs. in Lacs)	
Experience in similar assignments <ul style="list-style-type: none"> ▪ Number of years ▪ Total assignments 	
Any other relevant details	

(All relevant certificates and documents such as Incorporation certificate, ISO certificate, PAN, ITRs, Letter of Association between two firms to be attached)

Firm's Name:

Signature of Authorized Representative with seal:

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FORM TECH 2B: CONSULTANT'S EXPERIENCE

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below]

Assignment name	Approx. value of the contract (Rs. in Lacs)
Country Location within country	Duration of assignment (months)
Name of Client	Total Number of person-months of the assignment
Address	Approx. value of the services provided by your firm under the contract (Rs. in Lacs)
Start date (Month/ Year) Completion date (Month/ Year)	Number of professional person-months provided by the joint venture partners or the Sub-Consultants
Name of joint venture partner or sub-consultant, if any for this assignment	
Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)	
Narrative description of Project	
Description of services provided in the assignment	

(Relevant documents to be furnished)

Firm's Name:

Signature of Authorized Representative with seal:

FORM TECH 2C: CURRICULUM VITAE FOR PROPOSED EXPERTS

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1. Proposed Position:
2. Name of Firm:
3. Name of Expert:
4. Date of Birth:
5. Citizenship:
6. Education: *[Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]*
7. Membership of Professional Associations:
8. Other Training: *[Indicate significant training degrees obtained]*
9. Publications: *[List of details of major technical reports/papers published in recognized national and international journals]*
10. Languages: *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*
11. Employment Record: *[Starting with present position, list in reversed 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 period of specific assignment must be clearly mentioned, also give Employer references, where appropriate]*

From: [Year]

To: [Year]

Name of the firm:

Position held:

<p>Detailed tasks assigned <i>[List all tasks to be performed under this assignment]</i></p>	<p>Work undertaken that best illustrates capability to handle the tasks assigned</p> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p>
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12. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and my experience.
- (ii) I am not employed by the Executing/ Implementing Agency.
- (iii) I am in regular full-time employment with the Consultant/Sub-Consultant.

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Tender Document for Planning & Evaluation of Social Forestry/ Agroforestry under MGNREGA

- (iv) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-6 provided team mobilization takes place within the validity of this Proposal or any agreed extension thereof.
- (v) I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the currency of this assignment on the project.
- (vi) I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes me, my qualification and my experience.
- (vii) I am committed to undertake the assignment within the validity of Proposal.
- (viii) I did not write the terms of reference for this consulting services assignment.
- (ix) I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: *[Day/Month/Year]*

[Signature of expert or authorized representative of the firm]

Full name of authorized representative:

FORM TECH 3: METHODOLOGY, WORK PLAN AND INNOVATIVENESS

APPROACH & METHODOLOGY

The consultant needs to submit a detailed approach and methodology adopted for this project, wherein all the technical details need to be explained.

WORK PLAN

The Work Plan would depict the different activities involved in the project and their corresponding time-frames. A Personnel schedule of all the employees involved should be given.

INNOVATIVENESS

Preference would be given to firms who adopt an innovative approach towards the project.

SECTION 5: TERMS OF REFERENCE

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Tender Document for Planning & Evaluation of Social Forestry/ Agroforestry under MGNREGA

TERMS OF REFERENCE FOR THE PLANNING AND EVALUATION OF SOCIAL FORESTRY/ AGROFORESTRY UNDER MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (MGNREGA) IN THE STATE OF BIHAR

The purpose of the Terms of Reference is to support the Bihar Rural Development Society, Government of Bihar to implement the above-mentioned activities. Presently, the activities will be implemented in the entire state of Bihar.

BACKGROUND

The Bihar Rural Development Society, Government of Bihar, has successfully involved the rural people in a green drive under the country's rural employment and development scheme such as MGNREGA. Such innovative schemes have been instrumental in linking environmental sustainability with social development.

The Bihar Rural Development Society (BRDS) has linked up the social forestry programme to the Central Government's Mahatma Gandhi National Rural Employment Guarantee Act (NREGA), which is designed to provide employment to poor people. This scheme is a noble way of providing employment to millions of poor rural people living in the state of Bihar. The department's aggressive campaign to encourage people to plant trees is effectively addressing two burning issues: Global warming and shrinking job opportunities. However, no spatial data is available with the Government department regarding the locations, types and exact numbers of trees planted under social forestry/ agroforestry throughout the State.

Therefore, the BRDS, with the intention to carry out a state-wide planning and evaluation of social forestry/ agroforestry under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in the state of Bihar, invites sealed Technical and Financial Proposals to selecting qualified agency (ies) for executing and implementing the above-mentioned work.

SCOPE OF WORK

The project would consist of:

MAPPING OF TREES, LAND CHUNKS, WATERBODIES, CANALS, ROADS, ETC

Every three months, the consultant would have to submit a GIS based data map showing the following features:

1. Planted and non-planted areas under the Bihar Rural Development Society, Govt. of Bihar
2. Planted area under the small and marginal farmers land
3. Roads (Kuchcha and Pucca) present in the areas
 - a. National Highways
 - b. State Highways
 - c. Major District Roads
 - d. Other roads
4. Bunds
5. River banks
6. Water bodies for plantation and digging
7. Pasture lands
8. Non-cultivable govt. land other than forest areas

Tender Document for Planning & Evaluation of Social Forestry/ Agroforestry under MGNREGA

Attributes such as Gram Panchayat/ village boundaries, block boundaries, Constituency boundaries, District boundaries and Division boundaries (To be provided by the BRDS and NIC) are to be marked as well. This would facilitate the analysis, evaluation, assessment and planning tasks.

Also, the existing land use of all the villages (Settlements, agricultural lands, markets, waterbodies, etc.) along with all the landmarks inside each village and its surroundings needs to be mapped as well.

For this, the latest satellite imageries of areas (High Resolution, Multi-spectral) under Bihar Rural Development Society would have to be procured 2 times. Using these imageries, GIS base map would be prepared, which would be updated, based on the ongoing plantation activities. An updated base map showing all the planted trees and other features along with analysis reports would have to be submitted to the Bihar Rural Development Society. The analysis reports should be submitted every 3 months. This would be done by the integration of GIS-MIS data collected from the rural areas of Bihar.

Apart from the mentioned features, the map should also indicate vacant areas available with the Rural Development Department, lengths of vacant strips along roads, riverbanks, bunds, etc. This data would be utilized to evaluate and plan the future plantation activities.

The consultant would also have to provide reports every month regarding the following:

1. Inventory of areas under plantation (Gram Panchayat, Block, Constituency, District and Division wise);
2. Inventory of areas lying vacant (Gram Panchayat, Block, Constituency, District and Division wise); and
3. Assessment of no. of trees that can be planted with an interval of 3 metres

TRAINING OF GOVERNMENT OFFICIALS

Training of staff is essential for ensuring that the maps and reports generated are actually put to use. Hence, the selected consultant shall also ensure a proper hands-on training to the Government officers and employees so as to make them well conversant with the functionalities, features and processes of GIS-based mapping solutions.

OUTPUTS

1. Updated base map of the entire state every 6 months showing all the mentioned features and their attributes
2. Reports (Submitted every 3 months) indicating:
 - a. Inventory of land under plantation (Gram Panchayat, Block, Constituency, District and Division wise)- Area and length (where applicable);
 - b. Inventory of land lying vacant (Gram Panchayat, Block, Constituency, District and Division wise)- Area and length (where applicable); and
 - c. Assessment of no. of trees that can be planted with an interval of 3 metres

SUPPORT TO BE EXTENDED TO THE CONSULTANT

The Bihar Rural Development Society with the assistance of National Informatics Centre (NIC) would provide the village level/ block/ constituency/ district/ division boundaries of the entire state. This data would be incorporated into the final base map being prepared by the Consultant.

RESPONSIBILITIES OF THE BRDS

1. Nominating a nodal officer for the project to coordinate with the Team and to provide required information.
2. Checking the Quality of Service provided by the Consultant
3. Facilitating the Consultant during the course of the project for necessary information and support.
4. Providing space for training at District Offices.

PAYMENT TERMS

SL	ACTIVITIES/ DELIVERABLES	TIMELINE [AFTER AWARD OF CONTRACT]	PAYMENT
Procurement of the latest high resolution satellite imageries for the rural areas in Bihar (1 st time)			
1	On submission of the Inception report outlining the scope of work, approach and methodology of the project	2 weeks	10%
2	On submission of existing base map on GIS platform using the satellite imageries for 50% of the area under consideration	12 weeks	25%
3	On submission of existing base map using the satellite imageries for the remaining 50% of the area under consideration	24 Weeks	25%
Procurement of the latest high resolution satellite imageries for the rural areas in Bihar (2 nd time)			
4	On submission of the updated base map using the new satellite imageries for 50% of the area under consideration	32 Weeks	20%
5	On submission of the updated base map using the new satellite imageries for the remaining 50% of the area under consideration	40 Weeks	10%
6	Training and capacity building	48 Weeks	10%
TOTAL			100%