

Request for Proposal (RFP)

RFP No. 03/ 2016 dated 6th September, 2016

*SELECTION OF AGENCY FOR PREPARATION OF GEO-DATABASE,
DEVELOPMENT OF WEB-GIS APPLICATION AND OPERATIONALIZATION OF
UFRMP GIS FACILITY WITH MANPOWER SUPPORT*

**Uttarakhand Forest Resource Management Project (UFRMP)
(JICA Funded)**

**Office of Chief Project Director
Uttarakhand Forest Resource Management Project
24, IT Park , Sahasradhara Road , Dehradun P i n : 248001, Uttarakhand**

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RFP No. 03/2016 Dated: 6th September 2016

Request for Proposal (RFP) for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support

Uttarakhand Forest Resource Management Project (UFRMP), funded by Japan International Cooperation Agency (JICA), proposes to operationalize its state-of-the art GIS Data Centre in the Project Management Unit (PMU) and the Divisional Management Units (DMUs) to facilitate generation, storage and management of the forest GIS database for the project.

The Project Management Unit (PMU), UFRMP, now solicits techno-financial proposals, ***in prescribed format only***, as per RFP document, from reputed organisations, specializing in GIS, Remote Sensing and Differential GPS, having successful track record in forestry GIS systems for Community-based Forest Management, Web-GIS application development and operationalization support.

Eligible organizations may submit their RFP, with supporting documents in the Prescribed formats only. Sealed RFPs must be submitted along with Demand Draft of Rs. 25,000/- (Twenty-five thousand) only, as processing fee (non-refundable), payable to Uttarakhand Forest Resource Management Project (UFRMP), payable at Dehradun, so as to reach this office on or before 4.00 pm on 20 October, 2016. RFPs received in formats other than the Prescribed Formats will not be entertained.

The RFP notice including Prescribed formats, which are required for submission of the RFP are available on the website: www.jicauttarakhand.org

Anup Malik
Chief Project Director, UFRMP

Request for Proposal

Selection of Agency for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with Manpower Support

1. About the Project

The Uttarakhand Forest Resources Management Project (UFRMP) is being implemented in Society mode. A Society by the name, Uttarakhand Forest Resource Management Society has been registered under Society Registration Act, 1860, with the Registrar of Societies, Uttarakhand. To oversee Project implementation at the State level, a Project Management Unit (PMU) has been established. The overall goal of the Project is to contribute to eco-restoration and development of forest resources, by empowering the community through their improved livelihoods and income generation, and also mitigating the risks of sediment disasters in highly vulnerable forest areas in future, by capacity building of forest department and use of better technology for the treatment of slope failures and land erosion.

Forestry and Livelihood Component of the Project is being implemented in participatory mode by Van Panchayats (VPs) and Self Help Groups (SHGs). Implementation of the Project at Forest Division level and Forest Range level would be facilitated by Divisional Management Units (DMUs) and Field Management Units (FMUs) respectively. 13 forest divisions and 37 forest ranges have been selected under the Project for addressing forest degradation. These 13 divisions are Alakhnanda Soil conservation, Pauri Civil Soyam, Tehri Dam I, Narendra Nagar, Lansdown Soil, Ramnagar Soil, Ranikhet Soil, Almora Civil Soyam, Nainital Soil, Bageshwar, Champawat, Pithoragarh & Mussoorie Forest Divisions. It is proposed to cover 750 Van Panchayats in these selected divisions/ ranges in 4 phases (150, 250, 250 and 100 VPs each in 1st, 2nd, 3rd and 4th phase respectively).

Erosion Control and Sediment Disaster related works are being executed in departmental mode (by PMU and DMUs) in Uttarkashi, Rudraprayag, Chamoli, Bageshwar and Pithoragarh districts that were most adversely affected in the disaster.

UFRMP has adopted use of GIS, Remote Sensing and Differential GPS for mapping forest areas allocated to Van Panchayats (VPs) and preparation of different thematic maps for the purpose of planning, monitoring and evaluations of the forestry interventions.

Integration of these GIS data in respect of VPs and their corresponding treatment areas with other spatial information of the Forest Division such as management areas, protected areas, administrative jurisdictions, forest cover maps, location of forest infrastructure, forest fire locations, forest offence locations, disaster prone areas, watersheds, forest fringe settlements, diverted areas, general topographic references,

shall assist in evaluation, monitoring and reporting of project interventions, better decision making and capacity enhancement of the Forest department.

The comprehensive geo-database generated in the process shall be utilized to facilitate the following project related activities through development of customized Web-enabled GIS

- Project impact monitoring
- Evaluation of project interventions
- Monitoring of treatments
- Satellite Based Forest Land Management
- Forest Fire management
- Disaster Management

Besides, the Web-GIS shall integrate relevant data and facilitate the following general requirements of forest divisions, covered under the project:

- Forest Protection & Forest area management
- Forest boundary management
- Forest Infrastructure management
- Monitoring of hotspots (tourism and others)
- Working Plan preparation

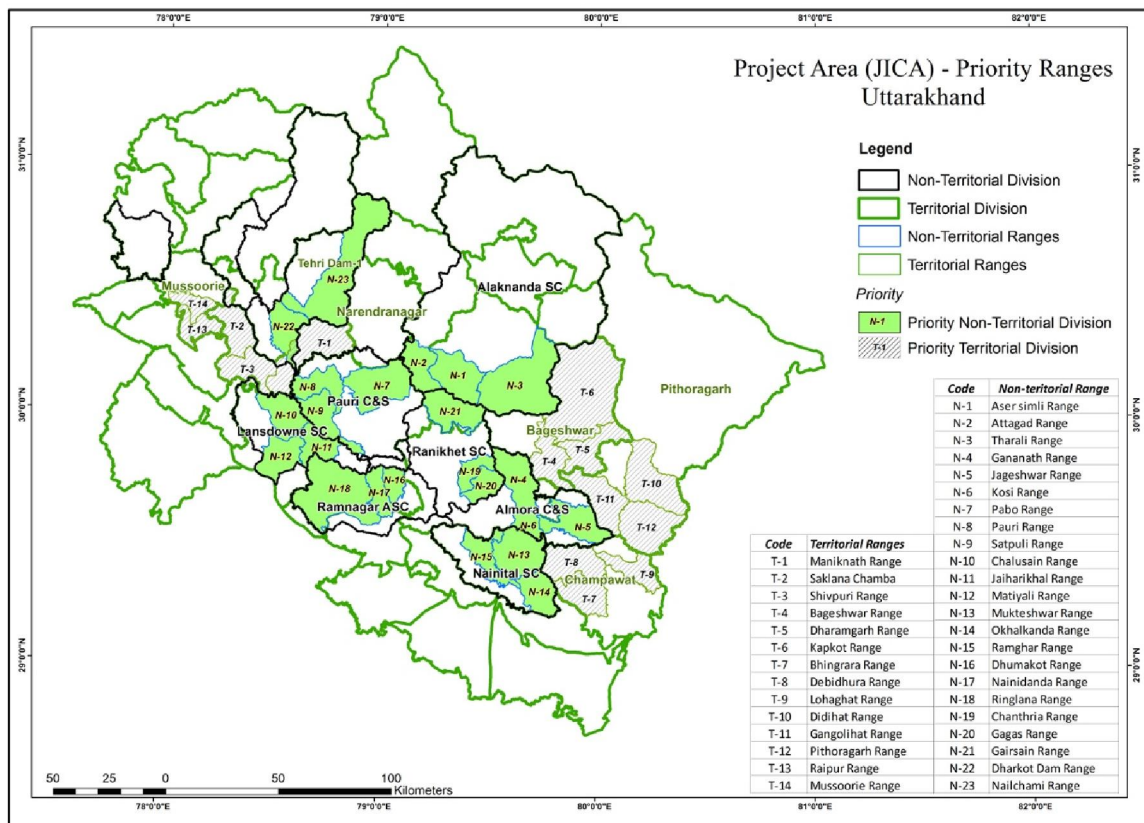
UFRMP is in the process of setting-up of state-of-the-art GIS facilities (Computer Hardware) in the PMU as well as the DMUs to facilitate generation and management of such forestry GIS data. It is proposed to deploy Web GIS based decision support applications for the project and strengthen the GIS data management capacity of the PMU/ DMU through professional support (operational support) leading to internal capacity building in GIS based forest resource management.

2. Information on forest Divisions covered under UFRMP

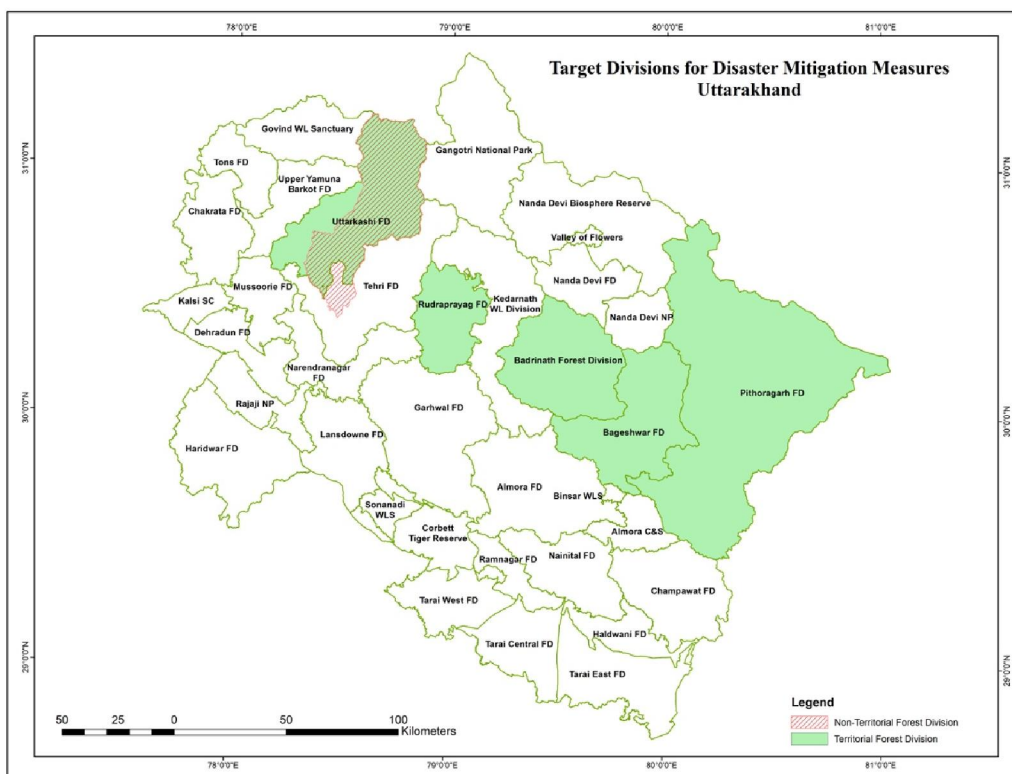
The list of the forest Divisions and forest Ranges covered under UFRMP are given below.

Sl.	Forest Division	Forest Range
1	Alkananda Soil Conservation	Aser Simli, Tharali, Attagarh
2	Almora Civil Soyam	Jageswar, Gananath, Koshi
3	Nainital Soil Conservation	Mukteswar, Okhalkanda, Ramghar
4	Pauri Civil Soyam	Satpuli, Pauri, Pabo
5	Landsdowne	Chalusain, Jaiharikhal, Matiyali
6	Ramnagar Soil Conservation	Ringlana, Nainidanda, Dhumkot
7	Ranikhet Soil Conservation	Gairsen, Gagas, Chathria
8	Tehri Dam-I	Dharkot, Nailchami
9	Bagheswar	Kapkot, Dharamgarh, Bageswar

Sl.	Forest Division	Forest Range
10	Champawat	Lohaghat, Bhigrahrah, Debidhura
11	Narendranagar	Manikanth Dangshura, Saklana
12	Pithoragarh	Pithoragarh, Didihat, Gangolihat
13	Mussoorie	Mussoorie, Raipur



Map showing list of forest divisions and forest ranges
Forestry and Livelihood Component



[Area under erosion control and Sediment Disaster Component](#)

3. Objectives of the Assignment

- a. Development of geo-database and Web enabled GIS for project monitoring, decision support and efficient forest management in the UFRMP forest divisions.
- b. Capacity building through operationalization of the geo-database and WebGIS application by on-site professional support at the PMU & DMUs

4. Scope of the Work

A. Development of geo-database, and Web-GIS Application

i. Preparation of the Forest Resource Geo-database:

It is proposed to generate a comprehensive geo-database of all forest resources and interventions of forest divisions covered under UFRMP as may be required for efficient and effective forest management and monitoring in UFRMP project divisions. The activity shall involve, but not limited to, collection and collation of the various spatial and non-spatial data being utilized/ generated by UFRMP such as SOI maps, FSI forest cover maps, Cartosat & Resourcesat Satellite Images, DGPS boundary

coordinates, land use and vegetation details of VP treatment areas, treatment plan/ micro-plans, JFM facilities (EPA asset, Nursery, WHS, Eco-tourism location, etc), forest administrative boundaries (division, range, section, beat boundaries), forest management boundaries (notified forest areas, block/ compartment, coupe boundaries, etc.), working plan maps, areas vulnerable to forest fires with details of occurrences of forest fires, plantation areas, afforestation areas, diverted areas, forestry conservation/ restoration areas covered under different forestry development schemes and programs.

The implementing agency shall be required to design a suitable geo-database for organized storage/ retrieval of such geo-spatial information as may be required for efficient project monitoring, evaluation and reporting based on comprehensive assessment of data availability and data need.

ii. Development of Web-GIS Application

A Satellite Land Monitoring System in form of a Web-GIS application shall be designed to integrate the Forestry Resource Geo-database to facilitate geo-data processing, data query, data analytics and generation of map based decision support information for monitoring, evaluation and reporting of Joint Forest Management (JFM) and other forestry activities.

It is proposed to initially adopt Open source/cloud GIS servers for development and operationalization of such Web-GIS with facilities for dissemination of need based key information in handheld/ mobile devices.

Indicative list of the functional aspects to be covered under the Web GIS application are given below:

- ❖ Project impact monitoring
- ❖ Evaluation of project interventions
- ❖ Monitoring of treatments
- ❖ Satellite Based Forest Land Management
- ❖ Forest Fire management
- ❖ Disaster Management

Besides, the Web-GIS shall integrate relevant data and facilitate the following general requirement of forest divisions covered under the project:

- ❖ Forest Protection & Forest area management
- ❖ Forest boundary management
- ❖ Forest Infrastructure management

- ❖ Monitoring of hotspots
- ❖ Forest areas settled under FRA
- ❖ Diverted areas/ Area proposed for diversion under Forest Conservation Act, 1980

Selected Agency/Firm will be required to propose a suitable system including system architecture, design, hosting environment and operation so as to fulfill the above objectives with following minimum application features and functionalities.

- ❖ Distance and proximity Analysis & Area computation
- ❖ Import and plotting of field (GPS) readings
- ❖ Integration with various Web Map Services (WMS), FSI maps
- ❖ GIS based Project Monitoring & Reporting
 - Input of periodic progress status on project activities
 - Periodic consolidated progress status report at administrative (Range/ Division/ Project) levels
 - User defined query based reports in tabular, chart and map format
- ❖ SMS based information dissemination / emergency reporting
- ❖ SMS based Forest Fire Alert
- ❖ Dissemination of Forestry knowledge base (forest management/ protection, etc.)
- ❖ Reliable maps based on DGPS survey and GIS/ Remote Sensing mapping
- ❖ Forest cover analysis – in notified areas, watersheds, administrative units, plantation areas
- ❖ Data visualization & thematic map generation
 - Map based information on forest administrative/ management units
 - Locations of JFM/ Forest Infrastructure

iii. System Commissioning:

The selected bidder shall be responsible for commissioning of the developed Geodatabase and the GIS Applications on the Hardware and Software Infrastructure provided by the UFRMP in the designated GIS Data Centres.

iv. Warranty:

The GIS Application shall be covered under on-site warranty of 1 (one) year from the date of installation and commissioning of the GIS Application. During the warranty period, the selected bidder shall be responsible for trouble shoot the GIS application software, in case an error occurs and shall take necessary immediate steps for rectification of the GIS Application.

v. System Maintenance

The selected bidder will provide 2 year annual support including charges towards hosting and maintenance of the web-GIS portal beyond the 1 year warranty period. This is extendable subject to negotiation and agreement of terms between UFRMP and the selected bidder.

B. Capacity building: User Training and Operationalization of the geo-database and Web-GIS application through on-site professional support at the PMU & DMUs

The selected Bidder shall undertake training of the selected UFRMP Officials on operationalization and utilization of the Forest Resource Geo-database and the GIS Application at the PMU and DMU. The selected Bidder shall finalise necessary training materials in consultation with the UFRMP.

The selected bidder shall provide necessary human resources for operationalization of the GIS Data Centre. All support staff should have adequate qualification in GIS/ MIS (BE/ B. Tech / MCA/ PGDCA in RS & GIS) and hands on experience with the system. An indicative list of human resources to be deployed during the operations period is as follows.

Sr. No.	Position	Number
1	Project Manager for overall supervision (on site/ off site)	1
2	GIS developer for Application maintenance (off site)	1
3	Database administrator for Geo-DB maintenance(off site)	1
4	Sr. GIS Executives for operational support at PMU	1
5	Remote Sensing specialist for operational support at PMU	1
6	DGPS Surveyor for operational support at PMU	1
7	GIS Executives for operational support at field offices	17
8	GIS/ DGPS survey assistant at field offices	17

Note: For smooth implementation of Scope A (Geo-database & WebGIS application development) and management of services at Scope B (Operation support), organizations having domain experts and key resources persons with following qualification, expertise and experience shall be considered. Details of such key resource persons are to be furnished at Tech 6 for evaluation of strength of organization to handle the assignment.

Sl.	Position	Key Qualification and Experience
1	Domain Expert (Forestry)	Masters in Science with specialization in Forestry & Remote Sensing and minimum 20 years of experience in Forest Management in India (Govt. of India/ Indian States/ Union Territories)

2	Project Manager	Diploma/ Degree in Engineering with minimum 10 years of relevant experience in GIS based Forestry Project Management
3	Domain Expert (Web GIS Application)	Graduate/ Post Graduate in Information Technology and Post Graduate Degree/ Diploma in GIS & Remote Sensing with minimum 10 years of relevant experience in Application Development
4	Domain Expert (GIS)	Graduate/ Post Graduate in Science/ Information Technology and Post Graduate Degree/ Diploma in GIS & Remote Sensing with minimum 10 years of relevant experience in development of GIS & Geo-database
5	Domain Expert (Forest Survey)	Graduate/ Post Graduate in Information Technology and Post Graduate Degree/ Diploma in GIS & Remote Sensing with minimum 10 years of Forest Survey experience in India

5. Deliverables

- ❖ Forest Resource geo-database
- ❖ Web-GIS Application with modules covering the functional requirements as defined in the scope of work
- ❖ User Manual and Operation handbook for the WebGIS Application
- ❖ Provision of required numbers of Human Resources for operation of the PMU/ DMU GIS Cell as per the qualifications and experiences defined in the scope of work
- ❖ Training & Capacity Building of the Forest Officials in operation and management of the GIS Application and Geo-database

6. Time Schedule

Time is essence of this assignment. The bidder shall be responsible for completion of the assignment as per the time schedule defined below and shall submit the deliverables in time. The broad time schedule is as follows:

- ❖ Development of the Geo-database: 1st to 6th Month
- ❖ Development of the GIS Application: 2nd to 9th Month
- ❖ Testing and Commissioning: 8th to 9th month
- ❖ Training & Operation support: 2 years* from commissioning

(The operation support is extendable subject to mutual agreement of terms and conditions)*

7. Instructions to the Bidders

Due to the nature of the complexity and comprehensiveness, the assignment requires adequate skill and experience of the bidder in Geo-ICT domains (Survey, Geo-database

Development, GIS based application development on multiple heterogeneous platforms covering Web, Cloud, Standalone and Mobile platforms etc.) for forestry specific applications.

The bidders are expected to be well versed and have adequate knowledge and experience in forest resource mapping and forestry interventions as per the requirement of the assignment. The bidders are required to deploy all necessary human resources with minimum specified relevant qualification and experiences for providing the operationalization support.

The bidders are suggested to meticulously go through the scope, deliverables, understand the functional requirements while preparing their technical solutions. The bidders are required to prepare the detailed approach, methodology and work plan for execution of the work and submit the same along with the technical proposal.

- ❖ **RFP Document:** The RFP document can be downloaded from the official website www.jicauttarakhand.org of URFMP. The Bidder is expected to examine all Instructions, Forms, Terms & Conditions, Specifications specified in the RFP. Failure to furnish all information as specified in the RFP may result in rejection of the Proposal.
- ❖ Joint-venture/ consortium proposals are not acceptable.
- ❖ The Bidder must submit the Technical Proposal and Financial Proposal for the complete scope of work as specified under **Section-4** of this RFP document, non-compliance in this regard shall lead to declaration of the Proposal as non-responsive and shall be summarily rejected. The proposal should be made using English Language only. Conditional proposals also shall not be acceptable.
- ❖ **Cost of Bidding:** The Bidder shall be responsible for all costs incurred in preparation and submission of their Proposals. UFRMP shall not be liable for the costs incurred by the Bidder in any way.
- ❖ **Tender Fee:** Bidder is to submit a non-refundable tender fee of **Rs. 25,000/- (Twenty-five thousand only)** along with the technical Proposal in the form of a Bank Demand Draft drawn in favor of **Chief Project Director, Uttarakhand Forest Resource Management Project, payable at Dehradun, Uttarakhand** from any scheduled commercial bank and payable at Dehradun, Uttarakhand. Proposals submitted without EMD will be summarily rejected.
- ❖ **Bid Security:** The Technical Proposal document submitted by the bidder must be accompanied by an Earnest Money Deposit (EMD) of **Rs.2,00,000/- (Rupee two lakh only)** in the form of a Bank Demand Draft drawn in favor of **Chief Project Director, Uttarakhand Forest Resource Management Project, payable at**

Dehradun, Uttarakhand from any scheduled commercial bank and payable at Dehradun, Uttarakhand. Proposals without EMD will be summarily rejected.

- ❖ **Bid Validity:** The Proposal submitted, must be valid for a period of at least 180 days from the date of opening of the Technical Proposal.
- ❖ **Amendment of RFP Document:** Any time prior to the last date of submission of the Proposal, UFRMP, may for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder, modify the RFP document. The same shall be notified on the official website of the UFRMP.
- ❖ **Terms of Execution:**
 - The selected bidder shall deliver the all deliverables as per the timeline specified in Time Schedule of this RFP document.
 - The selected bidder shall provide on-site service support as and when required within the warranty period as specified in Instruction to Bidders of this RFP document.
 - The selected bidder shall provide necessary human resources as specified under Scope of Work of this RFP document and shall be responsible for operationalization of the GIS Cell at PMU/ DMU.
- ❖ **Submission of Bid:**
 - The Technical Proposal should be kept in a sealed envelope and shall be marked as **“TECHNICAL PROPOSAL”** on the Top. The Financial Proposal should also be kept in a sealed envelope and shall be marked as **“FINANCIAL PROPOSAL DO NOT OPEN WITH TECHNICAL PROPOSAL”** on the Top. Both the sealed envelopes should be kept in an outer envelope which shall be marked as **“Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support”**.
 - The Technical proposal should not include any information related to the Financial Proposal. Technical proposals containing any indication of financial quote shall be summarily rejected. All the inputs which are part of the Technical Proposal, should be included in arriving at the cost of the project in the Financial Proposal.
 - Proposals, complete in all respect shall be addressed to **Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun Pin:248001**

- **The Proposals should reach the above address by Registered Post/ Courier/ By Hand on or before 20/10/2016 by 4:00 PM, after which no proposals shall be accepted.**

- **Submission of Technical Proposal**

The technical proposal of the bidder should contain the RFP Cost, EMD and information in duly filled-in Forms with necessary supporting documents as proof of their eligibility, capabilities and experiences as required for the project. List of Tech Forms is given below:

- Tech 1: Covering letter
- Tech 2: Letter of Authorization for signing & submission of bid
- Tech 3: Organization details
- Tech 4: Auditor certified Annual Turnover and Net-worth statement along with Copies of Audited balance sheet with original auditor certified turnover statement
- Tech 5: Strength of Organization to cater to the Project Objectives
- Tech 6: Details of resource persons in Forestry data management with details of experience and CVs of Key-resource Persons.
- Tech 7: Past experience of the Bidder in execution of similar GIS projects for Forestry Sector (top 10 projects in last 10 years) with supporting work order/agreement/ completion certificate.
- Tech 8: Past experience in development of similar Web based applications for community forestry project monitoring/ management with supporting work order/agreement/ completion certificate.
- Tech 9: Past experience in extending operational support in similar forestry sector projects with supporting work order/agreement/ completion certificate
- Tech 10: Past experience in DGPS/ GIS based Forest Surveys in last 10 years with supporting work order/agreement/ completion certificate
- Tech 11: Technical Solution (Methodology and Work plan)
- The Technical Proposal document should be neatly page numbered and shall have the section separators. Each page of the Technical Proposal shall be seal stamped and signed by the Authorized Signatory. Quality of the Technical Proposal shall also be considered during technical evaluation. Evaluation will cover the quality of proposal and clarity in presenting the proposal before the Evaluation Committee.
- The Technical Proposal should be submitted in 5 copies (1 Original + 4 Copies)

- The Original Proposal should be clearly marked with “ORIGINAL” and the copies should be clearly marked with “COPY”
- The Earnest Money Deposit (EMD) should be kept with the “ORIGINAL” technical proposal.
- The Technical Proposal documents shall be enclosed in a sealed envelope super scribed with “**TECHNICAL PROPOSAL**” on the top of the envelope
- **Submission of Financial Proposal**
 - The Financial Proposal must be submitted as per the specified format **Fin-I**. Financial Proposal not submitted in the specified format, shall be summarily rejected.
 - The Financial Proposal shall be valid for a period of at least 180 days from the date of actual opening of the technical Proposal.
 - Each page of the Financial Proposal shall be seal stamped and signed by the Authorized Signatory.
 - Submitted Forms with illegible, overwritten, erased, illegible rate or rates not shown in both figures and words shall be rejected. Financial Proposals with Clerical and/ or arithmetic errors shall be summarily rejected. In case of mismatch between the quoted value in Figures and Words, the value quoted in words shall be considered. Decision of the evaluating authority of the UFRMP shall be final and binding.
- Incomplete, illegible and unsealed proposals shall be summarily rejected. Telegraphic proposals shall not be accepted and no communication shall be entertained in this regard.
- Chief Project Director, UFRMP reserves the right to accept/ reject any/ all proposal(s) without showing any reason.

8. Eligibility Criteria:

Bidders are to meet the following eligibility criteria for evaluation of their bids. Bidders unable to meet the eligibility criteria shall not be considered for award of the work.

- a) Bidders are to submit organization’s registration/ incorporation document.

- b) Bidder to submit RFP fee of Rs. 25,000/- (twenty five thousand) in shape of Demand Draft drawn in favour of 'Uttarakhand Forest Resource Management Society' payable at Dehradun.
- c) Bidder to submit EMD for Rs. 2,00,000/- (two lakh only) in shape of Demand Draft drawn in favour of 'Uttarakhand Forest Resource Management Society' payable at Dehradun.
- d) The bidder should be in the field of GIS services for at least 10 years as on date of submission of the bid. Copy of the work order on GIS services issued 10 years prior to the date of submission of bid is to be submitted as supporting documents, as per Technical Formats.
- e) Bidder should have experience in execution of at least 1 (one) similar forestry sector GIS project for a value not less than Rs. 1 Crore. Copy of work order/ agreement along with completion certificate to be submitted as supporting.
- f) Bidder should have minimum average annual turnover of Rs. 5.0 crore (five crore) during the last 3 financial years. Copies of audited balance sheet along with auditor certified turnover certificate for financial years 2013-14, 2014-15, 2015-16, to be submitted as supporting.
- g) Bidder should have Net worth of at least Rs.3.0 crore (three crore) as on 31-Mar-2015. Auditor certificate on Net worth as on 31-Mar-2016 in original to be submitted as supporting.
- h) Bidder to also submit a copy of the following:
 - I. Service Tax Registration certificate;
 - II. IT return for FY: 2014-15;
 - III. Provident Fund registration certificate;
 - IV. ESI registration certificate
- i) The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Govt. or Govt. undertaking organizations at the time of submission of the bid. Bidder to submit a Self-declaration certificate, signed by the authorized signatory

9. Opening of Bid:

The Technical Proposal document shall be opened on the scheduled data and time as specified in the RFP document/ Subsequent notifications, if any. The Technical Proposal shall be scrutinized to verify the eligibility of the Bidder as per the Eligibility Criteria. Only those Technical Proposals, completely satisfying the Eligibility Criteria shall be declared as responsive proposal and shall be considered for evaluation of Technical Proposal.

10. Evaluation of Selection Methodology

Quality and Cost Based Selection methodology shall be adopted for selection of the successful bidder. The process shall assign weightages to both Technical Proposal as well as the Financial Proposal in the following order.

- Technical Proposal: 70%
- Financial Proposal: 30%

The proposal shall be evaluated in a 2 stage process.

Stage-1: Technical Proposal Evaluation

Evaluation of the Technical Proposal shall be based on the past experiences and technical expertise of the bidder in execution of similar assignments. The evaluation shall be carried out as per the Technical evaluation criteria specified below.

Technical Evaluation Criteria

Sl. No	Description	Max. Marks
1	Past experience of the Bidder in execution of similar <i>GIS projects in Forestry Sector (top 5 projects in previous 3 years)</i>	15
2	Past experience of the Bidder in execution of similar <i>GIS projects in Forestry Sector, top 5 projects in 7 years, prior to last 3 years</i>	15
3	Past experience in development of similar Web based applications for community forestry project monitoring/management with scope, deliverables and end-user certificate	10
4	Past experience in extending operational and manpower support in similar forestry sector projects	10
5	Past experience in DGPS/ GIS based Forest Surveys in last 10 years	10
6	Strength of Organization to cater to the project objectives including details of Web-GIS facility, experience of resource persons in forestry GIS to be submitted along with CVs of Key resource persons for project development/ implementation.	20
7	<u>Work Plan:</u> Quality of proposal & Proposed Solution (presentation covering prototype demonstration, application features and functions, operational arrangement, etc.)	20
8	Total Marks	100

Bidder scoring minimum **60 marks out of 100** in the Technical evaluation process shall be declared as the Technically Qualified bidder. The Financial bids shall be opened only for the Technically Qualified bidders. The marks secured by the Technically Qualified bidder shall be considered as the **Technical Score (TS)**.

Stage-2: Financial Proposal Evaluation

Financial proposal of the Technically Qualified Bidders only shall be considered for evaluation. The technically qualified bidders shall be intimated the *venue, date and time* of opening of Financial Proposals through publication of notice on the website as well as through the email address provided by them for communications. Financial Proposals shall be opened in presence of the Bidders who may choose to be present during opening of the Financial Proposal.

The Financial Proposals shall be scrutinized for their adherence to the specified format, company seal and signature of the authorized signatory. The Financial Proposals which are found to be incorrect, not signed and sealed, not in specified format shall be summarily rejected. Only those Financial Proposals found to be valid after scrutiny, shall be considered for further evaluation.

The Financial Proposal with the lowest financial quote shall be awarded 100 marks. The marks obtained by the bidders in the financial proposal evaluation shall be considered as Financial Score (Fs). The Financial Score (Fs) of the other Technically Qualified Financial Proposals shall be computed as per the following formula

$$Fs = 100 \times (Fmin / Fb)$$

Where,

Fs = Financial Score for the Financial Proposal under consideration

Fmin = minimum price quoted by any bidder in their Financial Proposals

Fb = price quoted by the bidder under consideration in his Financial Proposal

Quality and Cost Based Selection (Technical and Financial)

The Technical Score (Ts) and the Financial Score (Fs) secured by each bidder in their Financial Proposals shall be subjected to the Technical Weightage $Wt = 0.70$ (the weight given to the technical proposal); $Wf = 0.30$ (the weight given to the financial proposal). The combined technical and financial score (S) for the bidder shall be computed as per the following formula.

$$S = (Ts \times 0.7) + (Fs \times 0.3)$$

Proposal of the bidder securing the highest combined score (S) shall be declared as the successful bidder and shall be considered for award of the contract.

The unsuccessful bidders shall be duly intimated and their EMD will be returned after a period of one month from the date of issue of work order to the successful bidder.

11. Terms of Payment:

A. Development of Forest Resource Geo-database and Development of GIS Application

- 30% of the payment will be paid after completion of development of Forest Resource Geo-database
- 30% of the payment will be paid after Web-GIS application testing.
- 15% of the payment will be paid after commissioning at PMU
- 15% of the payment will be paid after commissioning at DMUs
- 10% of the payment will be paid on submission of Performance Bank Guarantee for the 1-year Warranty Period.

Note:

- (1) Selected bidder may avail up to 20% of the Component-A cost as Mobilization Advance against Bank Guarantee of equivalent amount. Such mobilization advance shall be adjusted against each subsequent payment on pro-rate basis.
- (2) The selected bidder shall submit a Performance Bank Guarantee of 10% of the contract value on commissioning of the GIS application valid till end of 1 year warranty period. Such performance bank guarantee shall be returned to the selected bidder after the warranty period.

B. Extended Annual Maintenance (2 years after warranty)

- Charges towards extended annual maintenance towards hosting and Web-GIS application maintenance shall be payable on quarterly basis on completion of each quarter

C. Operational Support at GIS Data Centres

- Charges towards operational support will be payable on monthly basis at end of every month.

12. Renewal of the Operationalization Contract

The selected Bidder shall sign the Annual Support Contract (ASC) with the UFRMP to effect operationalization of the GIS Data Centre through provision of the specified human resources. The ASC shall be renewed on mutual agreement of terms and conditions between UFRMP and the selected Bidder. The decision of the Chief Project Director, UFRMP in this regard shall be final and binding.

13. Cancellation of Order

If the selected Bidder fails to deliver the services in terms of quality and time, UFRMP reserves the right to cancel the purchase order and shall take appropriate steps against the default bidder as deemed fit by law.

14. Force Majeure

Notwithstanding the above provisions, the selected bidder shall not be liable for penalty or cancellation of purchase order for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include but not restricted to, wars or revolutions, epidemics and natural calamity. In case a Force Majeure situation arises, the Bidder shall promptly notify UFRMP in writing of such condition and the cause thereof. Unless otherwise directed by UFRMP, the bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives of performance not prevented by Force Majeure.

15. Disputes & Arbitrations

All disputes arising out of the contract shall be amicably settled by both parties. In the unfortunate event of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Arbitrator appointed by Chief Project Director UFRMP. The award of the arbitrator shall be final and binding on both the parties. The adjudication of arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. All legal disputes are subject to the jurisdiction of courts in Uttarakhand.

BID Response Formats

Tech 1: Covering letter

Tech 2: Letter of Authorisation for signing & submission of bid

Tech 3: Organisation details

Tech 4: Auditor certified Annual Turnover and Net-worth statement along with Copies of Audited balance sheet with original auditor certified turnover statement

- Tech 5: Strength of organization to cater to the project objectives including details of WebGIS facility and experience in forestry GIS.
- Tech 6: Details of resource persons in Forestry data management with details of experience and CVs of Key-resource Persons for project development/ implementation.
- Tech 7: Past experience of the Bidder in execution of similar GIS projects for Forestry Sector (top 10 projects in last 10 years) with supporting work order/agreement/ completion certificate.
- Tech 8: Past experience in development of similar Web based applications for community forestry project monitoring/ management with supporting work order/agreement/ completion certificate.
- Tech 9: Past experience in extending operational support in similar forestry sector projects with supporting work order/agreement/ completion certificate
- Tech 10: Past experience in DGPS/ GIS based Forest Surveys in last 10 years with supporting work order/agreement/ completion certificate
- Tech 11: Technical Solution (Methodology and Work plan)

Tech I:
Covering Letter
(To be submitted on Organisation's Letterhead only)

Date: _____

To

Chief Project Director
Uttarakhand Forest Resource Management Project (JICA Project)
24, IT Park, Sahasradhara Road, Dehradun Pin:248001

Sub: RFP for selection of agency for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support.

Ref: Your RFP no 03/2016 dated 6th September 2016.

Dear Sir,

Having examined the Request for Proposal (RFP), the receipt of which is hereby duly acknowledged, we are pleased to submit our Bid along with all supporting documents, requisite RFP Cost and EMD for your evaluation.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to the PMU of UFRMP is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead the PMU in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in the EoI document.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference to us.

Contacts Information

Name	
Title	
Name of the firm	
Address of the firm	
Web-site	
Phone	
Mobile	
Fax	
Facsimile	

It is hereby confirmed that I/We are entitled to act on behalf of our firm and are authorized to sign this document as well as such other documents, which may be required in this connection.

Dated this day of _____ Month, 2016
(Signature) in the capacity of

Name & address of the firm with seal stamp of the bidder

Witness signature

Witness name

Tech - 2
Letter of Authorisation
(to be submitted on organisation's letter head)

Date: _____

To

Chief Project Director
Uttarakhand Forest Resource Management Project (JICA Project)
24, IT Park, Sahasradhara Road, Dehradun Pin:248001

Sub: RFP for selection of agency for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support

Ref: Your RFP no 03/2016 dated 6th September, 2016.

Dear Sir,

With reference to your RFP Notice No. 03/2016 dated 6th September 2016, we hereby authorize Mr/Ms **<name>**, **<designation>** of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

(Signature of Authorised Representative)

Yours Sincerely,

(Signature)

Name:

(Designation/ Head of the Organisation)

Tech 3:

Organisation Details (to be submitted on letter head)

Name of the Organisation	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of Head of Organisation	
Designation of Head of Organisation	
Head of Organisation's Mobile no.	
Head of Organisation's Email Id	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

Tech 4

Turnover & Net Worth statement

(to be submitted on letter head)

Sl.	Financial Year	Turnover from GIS related services (in Rs.)	Net Worth (in Rs.)
1.	2013-2014		
2.	2014-2015		
3.	2015-2016		

Note: 1. Auditor certified Turnover and net-worth Certificate in original to be attached

2. Copy of the Balance sheet and P/L statement to be attached

Tech 5

Strength of organisation to cater to the project objectives including details of WebGIS facility and experience in forestry GIS.

Details of experiences, human resources and skill sets, infrastructure available with the organization pertinent to the assignment in 200 words. Please give an objective account.

Tech 6

Details of resource persons in Forestry data management with details of experience

Sl no	Position	Name	Qualification	Experience (Years)
1	Project Manager			
2	Domain Expert (Geo-database and Web-Gis)			
3	Domain Expert (Forestry)			
4	Domain Expert (GIS)			
5	Domain Expert (Forest Survey)			

NB: CVs of Key-resource persons to be attached.

Tech 7

Past experience of the Bidder in execution of similar GIS projects for Forestry Sector

Important projects (maximum 10); 5 projects executed in last 3 years and 5 projects executed during 7 years, prior to last 3 years.

Sl.	Work order/ agreement no and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 8

Past experience in development of similar Web based applications for community forestry project monitoring/ management.

Important projects (max 10) executed in last 10 years.

Sl.	Work order/ agreement no and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 9

Past experience in extending operational support in similar forestry sector projects

Important projects (maximum 10) executed in last 10 years.

Sl.	Work order/ agreement no and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 10:

Past experience in DGPS/ GIS based Forest Surveys in last 10 years

Important projects (maximum 10) executed in last 10 years.

Sl.	Work order/ agreement no and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

Tech 11:
Technical Solution (Methodology and Work plan)

Approach, Methodology & Work Plan to fulfill objectives of the assignment as indicated in the RFP document (*to be submitted on company letter head*)

FIN 1:

Financial Proposal (to be submitted on letter head)

Date: _____

To

Chief Project Director
Uttarakhand Forest Resource Management Project
24, IT Park , Sahasradhara Road, Dehradun Pin:248001

Sub: RFP for selection of agency for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support

Ref: Your RFP no 03/2016 dated 6th September, 2016

Dear Sir,

We the undersigned, offer to provide the services for Preparation of Geo-database, Development of WEB-GIS application and Operationalization of UFRMP GIS facility with manpower support in accordance with your Request for Proposal no 03/2016 dated 6th September 2016. Our Financial Proposal, as given below, shall be binding upon us subject to the modifications, if any, as a result of contract negotiations, up to expiration of the validity period as mentioned in the RFP.

Sl.	Description	Amount (in Rs.)
A.	Development of Forest Resource Geo-database and Development of Web GIS Application including 1 year warranty	
B.	Extended Annual Maintenance (2 years after warranty)	
C.	Operation Support (Monthly charges) <ul style="list-style-type: none">- Project Manager- GIS developer- Database administrator- Sr. GIS Executives- Remote Sensing specialist- DGPS Surveyor- GIS Executives- GIS/ DGPS survey assistant	

NB: Service Tax shall be paid extra at the applicable rates

We understand that you are not bound to accept any proposal that you receive.

We remain,

Yours Sincerely

Authorised Signature (in full and initials)

Name and Title of signatory:

Name of the Consultant (Company Name):

In the capacity of _____

Address_____