

**Office of the Chief Project Director**  
**Uttarakhand Forest Resource Management Project**  
**85, Rajpur Road, Dehradun**

**Notice for Expression of Interest (EoI)**  
**Project Management Consultancy (PMC)**  
**Forestry and Livelihood Component**  
**Loan Agreement: ID-P235**

Government of Uttarakhand has received a loan of 11390 million Japanese Yen, from Japan International Cooperation Agency (JICA), for implementing Uttarakhand Forest Resource Management Project, **(UFRMP)**[herein after referred to as **Project**].

Project Management Unit (PMU), **UFRMP**, intends to apply part of the proceeds of this loan, to cover eligible payments under the loan agreement, to Consultants, as per “**Guidelines for employment of consultants**” under **Japanese ODA loans, April, 2012**, for providing Project Management Consultancy (PMC) for the captioned Project, which, *inter alia*, would include assistance to PMU, Divisional Management Units (DMUs) and Field Management Units (FMUs) to plan, implement and monitor the ***Project interventions related to forestry and livelihood***. PMU of the Project now solicits proposals from eligible consultants to indicate their interest in providing the desired services. PMC would be required to complement the PMU for process improvement and technical expertise for various Project interventions under Forestry and Livelihood Component.

Consulting firms/companies/joint ventures/consortiums of firms (herein after referred to as Firm), possessing the requisite eligibility (pre-qualification criteria), experience and expertise in **community-based forest management, development of marketing of non-timber forest products (NTFP) and non-NTFP sector products in hills**, with requisite technical and financial strength, may submit their EoI in the **Prescribed Formats (form I to V)**, with relevant information/documents. Please be precise and do not provide any unnecessary or irrelevant information/documents, which may go against the firm’s credibility and competence. EoI should be sent by registered post/courier service, along with Demand Draft of Rs. 100,000 (INR One hundred thousand) as processing fee (non refundable), payable to **Uttarakhand Forest Resource Management Society (UFRMS), payable at Dehradun**, in a sealed cover, in five (5) copies (one original and four true copies) along with a covering letter, duly signed by an authorized signatory, on or before 18<sup>th</sup> November 2015 by 16:00 hrs, at the following address.

**Chief Project Director**  
**Uttarakhand Forest Resource Management Project (JICA Project)**  
**Forest Department H/Q**  
**85 Rajpur Road**  
**Dehradun, 248001**

**Consultant Firms may associate themselves to enhance their expertise to undertake the work (not more than 3 firms, including the lead firm). In case of such an association, the firm must explicitly indicate the nature of the association i.e. whether a Joint Venture or a Consortium.**

The scope of the consulting services, and other relevant details including Prescribed Formats, required for submission of the EoI proposals, are available on the website [www.jicauttarakhand.org](http://www.jicauttarakhand.org) as well as at **JICA link** on the website: [www.forest.uk.gov.in](http://www.forest.uk.gov.in)

**For any further relevant queries, the respondent firm may contact the office of the Chief Project Director, UFRMP (0135-2740605; email: [cpdufrmp@gmail.com](mailto:cpdufrmp@gmail.com))**

### **Project Details:**

**UFRMP** would address eco-restoration of the degraded forest areas of the State by addressing livelihood needs of the people and enhance their income level and capacity, in the target area, thereby reducing their dependence on forests, leading to their sustainable management. The Project would be implemented in 9 districts and 13 forest divisions of the State. The total cost of this component in the Project, including the cost of execution of works and consultancy cost, is INR 657 crore (INR 6570 million).

The Project would be implemented in 'Society Mode'. Uttarakhand Forest Resource Management Society (UFRMS) is a registered Society, registered under Society Registration Act, 1860, for implementing the Project. The Project would be implemented by a Project Management Unit (PMU) at the State level, Divisional Management Units (DMUs) at Forest Division level and Field Management Units (FMUs) at Forest Range level. The activities in the field would be implemented in participatory mode by Forest Panchayats also called Van Panchayats (VPs) in accordance with Uttarakhand Van Panchayat Rules, 2005 as amended from time to time.

**Project Period: April 2014 to March 2022**

**Duration of Consulting Services: 5.5 years (66 months)**

**Project website: [www.jicauttarakhand.org](http://www.jicauttarakhand.org) may be referred for an overview of the Project.**

### **Bidder Profile:**

Consulting firms/companies/joint venture/consortiums of firms (herein after referred to as Firm), possessing the requisite eligibility (pre-qualification criteria), experience and expertise in Community Based Forestry development, Marketing of NTFP & Non-NTFP sector products, with requisite financial

strength, may submit their Expression of Interest (EoI) in the **Prescribed Format only**, with relevant information/supporting documents. Please be precise and do not provide any unnecessary or irrelevant information/documents. This may go against the firm's credibility and competence. EoI should be in a sealed cover, in five (5) copies (one original and four true copies). All the bidders would be required to satisfy the following eligibility criteria as pre-qualification criteria for participating in this bid. The firms not meeting these minimum eligibility criteria need not apply.

### Eligibility (pre-qualification criteria)

#### Technical

- ❖ Minimum 5 years experience in providing consulting services for community-based forestry/natural resources Projects. Preference would be given to firms having experience of working in similar projects funded by International donor agencies such as JICA, World Bank and Asian Development Bank. Additional weightage will be accorded to firms with more experience.
- ❖ Global experience in Projects of similar complexity involving community forestry, community-based ecotourism, NTFP/Non-NTFP enterprise product development and their marketing would be preferred.
- ❖ Firms with relevant experience of handling community based forestry projects in hills (geographical conditions similar to those in the Project area) would be given separate weightage. Weightage will also be accorded to firms with more experience.
- ❖ The firm should demonstrate that they have relevant and requisite capacity (including personnel) in handling different components of the Project.

#### Financial.

- ❖ The firm should have an annual turnover of minimum INR 20 Crore (INR 200 million) for the last 3 years. If it were a consortium, then financial turnover of the Lead Firm only would be considered. Preference would be given to firms:
  - i. Having income from services similar to the ones for which this consultancy is sought.
  - ii. Having experience of working in externally aided projects.
- ❖ The firm should also be registered for Service Tax.

## **Selection Process**

The Project Management Consultancy will be finally selected in accordance with the procedures set out by JICA under “Guidelines for employment of consultants under Japanese ODA Loans” of April, 2012. PMU, UFRMP shall shortlist the eligible firms based on the evaluation of EoI proposal documents. Only 3 to 5 firms will be shortlisted. Request for Proposal (RFP) along with the Terms of Reference (ToR), after JICA’s approval, will be sent to the shortlisted firms, for submission of their technical and financial proposals. The final selection of PMC will be in accordance with Quality and Cost Based Selection (QCBS) method, as set out in the JICA ODA Guidelines.

The Chief Project Director reserves the right to reject any or all proposals without assigning reason thereof.

## **Scope of the Consulting Services**

The scope of the consulting services (not exhaustive) is

1. Assisting PMU in;
  - a) Pursuing effective and efficient project management;
  - b) Supervision of field NGOs engaged in the Project, MIS software development, GIS database development & surveying contractor for socio-economic survey etc.
  - c) Establishment of an effective M&E mechanism.
  - d) Establishing and operationalizing National Centre of Excellence (NCE) [Only Professional]
2. Preparation, review and revision, if necessary, of technical documents including guidelines and manuals as required.
3. Reviewing, analyzing and recommending improvements in existing policies and guidelines.
4. Designing training programs and imparting training through its resource persons upon request from PMU.
5. Identification of institutions for international and national training/study tours.

## **Pre-qualification requirement for the Proposal**

### **EoI proposal must include the following:**

#### **Part I**

##### **Covering letter, processing fee**

- a) Covering letter as per format provided.
- b) A non-refundable processing fee of INR 100,000 (INR one hundred thousand) payable to Uttarakhand Forest Resource Management Society (UFRMS), payable at Dehradun.
- c) Board/Governing Body resolution authorizing the bidder to sign/execute the proposal as a bidding document on behalf of the respondent firms.

#### **Part II**

##### **Details of the Firm**

- a) General background of the respondent firm (500 words) along with other details of the firm as per the format provided. Enclose the mandatory supporting documents.
- b) Financial details of the firm as per the format enclosed. Enclose the mandatory supporting documents.

#### **Part III**

##### **Project Experience of handling similar Projects**

- a) Respondents must provide details (client firm, nature/scope of the Project, Project value) as per format provided. Enclose the mandatory supporting documents.

#### **Part IV**

##### **Total cost of the Projects as detailed in Form III**

#### **Part V**

##### **Proof of full time Professionals in the Bidder's Firm**

- a) A list of key professionals employed by the firm (permanent/contractual). Please don't include the CVs. Provide brief explanation of their qualification and experience.
- b) It is to be certified by the statutory Auditor/Company Secretary/authorized person of the bidder firm with number of full time professionals in the required fields.

### **General Instructions for submission of EoI Proposals**

- a) EoI Proposal should be in five(5) copies, one original and four (4) other photocopies marked as copies.
- b) Proposals should be page numbered with different parts/sections clearly separated, so that it facilitates the evaluation process. Evaluation committee should be able to access the required information with ease and clarity. Quality of proposal will be given separate weightage.
- c) Each numbered page should be duly signed by the authorized signatory.
- d) For evaluating Firm's experience in handling similar projects as per Form III, supporting documents (work order /completion certificates) are mandatory. No credit will be given if supporting documents are not provided. Supporting documents should be attached and numbered separately after each Form.
- e) Financial details to be submitted **in the Prescribed format only**.
- f) Each page of the Financial details of the Firm should be numbered clearly and duly signed by the authorized signatory.
- g) The details provided in Form IV should match with the financial details provided in Form II b, item no. 3.

## **Prescribed Response Formats**

### **Form I: Covering Letter (In Firm's Letter head only)**

**Date:**

**To**

**Chief Project Director  
Uttarakhand Forest Resource Management Project  
85 Rajpur Road  
Dehradun.**

**Subject: EoI proposal; Selection of PMC for Forestry and Livelihood component for PMU, UFRMP**

**Reference: Your EoI dated...**

Dear Sir,

Having examined the Expression of Interest (EoI), the receipt of which is hereby duly acknowledged, I/we the undersigned, intend to submit our proposal in response to the EoI, regarding selection of PMC for Forestry and Livelihood component for Uttarakhand Forest Resource Management Project. We attach the response as required in EoI, which constitutes our proposal.

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 PMC to UFRMP. We agree to unconditional acceptance of all the terms & conditions set out in the EoI document.

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.

**Attachments:**

- a) A non-refundable processing fee of INR 100,000 (DD no..)**
- b) Board/Governing Body resolution authorizing the bidder to sign/execute the proposal as a bidding document on behalf of the respondent firms.**

Primary & Secondary Contacts

	Primary	Secondary
Name		
Title		
Name of the firm		
Address of the firm		
Phone		
Mobile		
Fax		
Email		

Dated this day of Month, 2015

**(Signature) in the capacity of**

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

**Witness signature**

**Witness name**

**Certificate As to Authorized Signatories**

I, *[name of the person]*, the Company Secretary /Competent authority of *[name of the Firm]*, certify that Mr....., who signed the above document is authorized to do so and bind the company by authority of its Board/Governing Body.

Date:

Signature (with firm seal)

Name



## Form II: General Details of the Firm

### a) General Background of the Firm (500 words)

Details of the Firm	
1. Name of the Firm	
2. Nature of legal status in India	
3. Legal status reference details	
4. Nature of business in India & abroad	
5. Date of Incorporation	
6. Date of Commencement of Business in India & abroad	
7. Address of H/Q	
8. Address of Registered Office in India	
9. Other Relevant Information	
10. Mandatory Supporting Documents: a) Certificate of incorporation from Registrar of Companies (ROC) or as applicable under any other relevant Act. b) Relevant sections of Memorandum of Association of the firm to indicate the nature of business	

### b) Financial Details of the Firm

Financial Information			
	FY 2012-13	FY 2013-14	FY 2014-15
1. Total Income (in INR Crore)			
2. Profit Before Tax			
3. Income from the Sectors which are the requirement of UFRMP (the firm must explicitly specify sector wise details)			
4. Other Relevant Information			
5. Mandatory Supporting Documents: a) Auditor Certified financial statements for the financial years ending March 2013, 2014, 2015 b) Service tax return for the financial years for the above years. c) Certification by the firm auditors supporting the income break-up for UFRMP related components.			
<b>Note: without above-mentioned supporting documents, the response would be treated as incomplete.</b>			

**Form III: Project Experience Details (only community-based forest management/natural resources projects related). Use separate sheet(s) for each project.**

Execution of Similar Projects	
General Information	
1. Name of the Project	
2. Client for which Project was executed	
3. Name & Contact details of the Client	
4. Current Status of the Project	
Project Details	
5. Description of the Project (in short)	
6. Geographical Scope	
7. Project Outcomes	
8. Total Cost of the Project	
9. Total Duration of the Project (no. of months, start date, completion date)	
10. Total cost of the Services provided by the Bidder	
11. Mandatory Supporting Documents:	
<ul style="list-style-type: none"> <li>a) Work order and Completion certificates</li> <li>b) Letter from the client duly indicating the salient points like cost, period, scope of the services and successful completion of the Project. If the Project is an ongoing project then comments on the present status of the project indicating above details.</li> </ul>	
<p><b>Note: Without above-mentioned supporting documents, the response would be treated as incomplete.</b></p> <p><b>Project details should be furnished year-wise so that the details given in Form III match with the financial details provided in Form II b, item no. 3.)</b></p>	

**Form IV: Total cost of the Projects as detailed in Form III**

Total number of Projects	Total Cost of Projects in INR Crore

**Form V: Proof of full time Professionals in the Bidder's Firm**

A list of key professionals employed by the firm (permanent/contractual). Please don't include the CVs. Provide brief explanation of their qualification and experience in the following format.

**Qualification and Experience of Professionals (Only Community Based Resource Management related)**

<b>Permanent Professionals with the Firm</b>	
<b>(Details to be given for each professional)</b>	
1. Name, DoB, address & other contact details (e-mail, phone etc.)	
2. Field/Expertise	
3. Length of employment with the Firm	
4. Academic qualifications	
5. Professional qualifications	
6. Experience Details	
7. Current Position held (in the firm)	
8. Relevant Experience	
<b>Contractual Professionals engaged by the Firm</b>	
<b>(Details to be given for each professional)</b>	
9. Name, DoB, address & other contact details (e-mail, phone etc.)	
10. Name of the Field/Expertise	
11. Period for which engaged by the Firm (man months)	
12. Academic qualifications	
13. Professional qualifications	
14. Current Position (in the firm)	
15. Relevant Experience	

***Above information is to be certified by the statutory Auditor or Company Secretary of the bidder Firm with number of full time professionals in the required fields.***