

West Bengal Forest and Biodiversity Conservation Society
Office of the Chief Project Director, WBFBC Project
Block: LB-2, Sector-III, Salt Lake City, Kolkata – 700098
Phone; 033-23352266, Fax: 033-23352264

Notice No: BS-01/14

dated: 05.09.2014

Invitation for Expression of Interest (EOI)

Project Management Unit (PMU) of West Bengal Forest & Biodiversity Conservation Project, funded by the Japan International Cooperation Agency (JICA) invites Expression of Interest (EOI) for conducting **Socio-Economic Baseline Survey** to ascertain socio-economic status of communities involved in the FPCs/EDCs involved in the Joint Forest Management in the state.

The modules and items that should be covered by baseline survey are as follows:

Household level

- General information about the household: (identification of the household, basic information on its composition and main characteristics including family composition, proximity to roads and markets, education, member of what kind of group or cooperative etc.)
- Income (per household)
- Structure of Income (Agriculture, Off-farm income, income from Forest Products and NTFP, Labour income, and debt etc.)
- Household assets (it can be one of the indicators of income)
- Income distribution of house hold
- Perception of the status of forest by comparing past and present

Community (or FPC/EDC) level

- Review and collection of all available information and sources
- Number of SHG or organizations which are active and their status of activities (Total transaction of last one year, actual deposit amount etc.)

Coverage of Baseline Survey

The survey would cover representative FPCs/EDCs falling in two batches, however, to have a comparative picture of changes in the non-project area (control) vis-à-vis project area, few FPCs/EDCS having more or less similar conditions would also be selected outside the project intervention areas but with the same district to be called 'Non-project FPCS/EDCs'. Around 15% of the FPCs/ EDCs in each district of the state should be considered for this baseline survey. There are around 4200 FPCs/ EDCs in the state of West Bengal.

Bidder Profile /Pre-Qualification Criteria: The main eligibility criteria for shortlisting the Firm /company /institution are:

Technical Eligibility Criteria

1. The firm/company/institution should have completed at least two similar consultancy assignments in last 5 years. The number of assignments for which 'Certificate of Satisfactory Completion of Assignment' has been obtained will only be counted as completed assignment.
2. The firm/company should have experience of working on similar assignment in externally aided projects.

Financial eligibility criteria

Demonstrated capacity of Financial Management:

The firm /company /institution should have the annual turnover of INR Twenty five lakh or more in each of the financial years, viz., 2011- 12, 2012-13, and 2013-14. It may be noted that certified copies of the Audited Balance-sheet summary should be attached for the indicated financial years. Tentative balance-sheet may be attached for 2013-14, in case audited balance-sheet is not available.

Selection process

On the basis of evaluation of EOI, firm /company /institution (not more than five) will be short listed. The Request for Proposal (RFP) along with the Terms of Reference (ToR) will be sent to the short listed firm /company /institution only. In addition to the submission of written proposals based on RFP, the shortlisted firm /company /institution are to give presentations of their proposals on a prescribed date and venue, at their own cost. The selection shall be based on the quality and cost based selection (QCBS) method, with eighty per cent weightage for the technical proposal and twenty percent weightage for financial proposal. The final selection shall be done by an evaluation committee of experts set up for this purpose.

Application Fees:

Non-Refundable Application Fee of Rs.2000/- (Rupees Two Thousand Only) in the form of Banker's Cheque / Demand Draft issued by any Indian Nationalized Bank drawn in favour of '**Chief Project Director, West Bengal Forest & Biodiversity Conservation Project** ' and payable at Kolkata, West Bengal, India should be submitted with the EOI. Please note that the EOI which is submitted without the Application Fee will be rejected as non-responsive.

The EOI may be prepared as per the format appended below. The EOI and enclosures has to be submitted in a sealed envelope containing three sets, one original and two copies. The notice number and '**EOI for conducting Socio-Economic Baseline Survey**' should be written on the top of the envelope and addressed to the

Chief Project Director

**West Bengal Forest & Biodiversity Conservation Project,
Building-2, Block-LB-2, Sector-III
Salt Lake City, Kolkata-700098**

The EOIs should reach at above address through registered post, courier or by hand on or before **13th October, 2014** by **1700 Hours (IST)**.

Application Format for EOI

To,
Chief Project Director
West Bengal Forest & Biodiversity Conservation Project,
Building-2, Block-LB-2, Sector-III
Salt Lake City, Kolkata-700098
Web site: www.wfbcbp.org

‘EOI for conducting Socio-Economic Baseline Survey’

(Please check “√” mark in the relevant boxes)

1. EOI: **One** marked as ‘ORIGINAL’ and **two** copies marked as ‘COPY’ kept in ONE envelope and indicating on top of Sealed Envelope ‘**EOI for conducting Socio-Economic Baseline Survey**’.
2. Demand Draft /Banker’s Cheque of Rs.2000/- (INR Two Thousand Only) in favour of ‘Chief Project Director, West Bengal Forest & Biodiversity Conservation Project’, payable at Kolkata
3. Letter of Association / Authorization
4. Certified copy of registration certificate of the organization
5. Certified copy of Audited Financial statement (Balance Sheet) for the last 03 years
6. Each page legibly printed, numbered, signed and stamped

Date:

Signature (Authorized Signatory)

Place:

Name:

Designation:

Name of the, firm /company /institution:

Brief description of the, firm /company /institution

1	Name of , firm /company /institution	
2	Name of Contact Person	
	Designation of Contact Person	
	Mobile of Contact Person	
	Email of Contact Person	
3	Postal Address of the , firm /company /institution with contact number & email	
4	Permanent Address of the , firm /company /institution with contact number & email	
5	Establishment details	
5.1	Type of firm /company /institution	
5.2	Entity details (attach copy of the certificate)	Registration details (no., year etc)
6	Annual Turnover (attach copy of audited balance sheet)	FY 2011-12:
		FY 2012-13:
		FY 2013-14:
9	Application fees	DD/ Banker's cheque date & details of Bank

Signature of the Authorised person with name & designation

Details of experience of working on similar assignment

(Past **five** years starting from of 2009-10, latest on the top).Use same format for indicating multiple assignments.

A. COMPLETED ASSIGNMENT/ PROJECTS

1. Name of assignment:
2. Sector:
3. Name of Client/ Employer:
4. Name of Associates, if any:
5. Brief Description of task undertaken (30-40 words or less):
6. Location of Assignment/ Task:
7. Value of contract (Rs. Lacs):
8. Total Man-months:
9. Total number of staff deployed:
10. Date of issue of work order/ contract letter:
11. Actual date of completion:
12. Certificate from Client for successfully completing the assignment (to be attached)

B. ON-GOING OR COMMITTED ASSIGNMENT/ PROJECTS

1. Name of assignment:
2. Sector:
3. Name of Client/ Employer:
4. Name of Associates, if any:
5. Brief Description of task undertaken (30-40 words or less):
6. Location of Assignment/ Task:
7. Value of contract (Rs. Lacs):
8. Total Man-months:
9. Total number of staff deployed:
10. Date of issue of work order/ contract letter:
11. Stipulated period of assignment:

Signature of the Authorised person with name & designation