

**West Bengal Forest and Biodiversity Conservation
Project (WBFBCP)**

Forest Department, Government of West Bengal

Notice Inviting Tender for

**Socio-Economic End-line Survey of the Project Interventions of the Project Area of
WBFBCP**

Notice Inviting Tender (NIT) No: 1/e-tender/WBFBCP/2020-21

Dated:25.06.2020

**E-TENDER Issued By:
Project Management Unit
Block LB-2, Building I, 2nd
Floor, Salt Lake, Sector III,
Kolkata 700106
Visit us:wfbcp.org**

Notice Inviting Tender (NIT)

Socio-Economic End-line Survey of the Project Interventions of the Project Area of WBFBCP

WBFBCP, Department of Forest, Government of West Bengal invites bid from eligible bidders to carry out **Independent Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP, Forest Department, Government of West Bengal**". Bidders fulfilling the prescribed eligibility criteria of the NIT can access and download the complete NIT Document and other details from wbtenders.gov.in. The same information may also be available at www.wfbfbc.org

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of NIT	25.06.2020
2	Availability of NIT Document	29.06.2020
3	Pre-Bid Meeting over online (Please communicate to wfbfbc@gmail.com for further detail after 01.07.2020)	03.07.2020 from 11 am to 3 pm
4	Starting date for Submission of Technical and Financial Bid	06.07.2020
5	Last Date and Time for Submission of Technical and Financial Bid	27.07.2020, 5 PM
6	Date of Opening of Technical Bid	29.07.2020
7	Technical presentation by qualified bidders at PMU	31.07.2020 (If required also on 03.08.2020)
8	Date of Opening of Financial Bid	To be notified

The bidder should submit their technical and financial bid online in wbtenders.gov.in complete in all by July 27, 2020 up to 5.00 PM. The authority reserves the right to reject any/ all bid without assigning any reason thereof.

Documents to be scanned with original signature

Disclaimer

The information contained in this NIT (hereinafter referred to either as E-TENDER) document made available to the Bidders, by the West Bengal Forest and Biodiversity Conservation Project, Forest Department, Government of West Bengal, is provided to the Bidder(s) on the terms and conditions set out in this E-TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this E-TENDER document is to provide the Bidder(s) with information for independent Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP. This E-TENDER document does not purport to contain all the information each Bidder may require.

This E-TENDER document may not be appropriate for all persons, and it is not possible for the WBFBCP to consider the business/investment objectives, financial situation and specific needs of each Bidder who reads or uses this E-TENDER document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this E-TENDER document and wherever necessary obtain independent advice from appropriate sources. PMU-WBFBCP makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the E-TENDER document.

PMU-WBFBCP, Forest Department, Government of West Bengal, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this E-TENDER document.

Bidder's Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	West Bengal Forest and Biodiversity Conservation Project, Forest Department, Government of West Bengal
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of NIT Document	29.06.2020
4	Date of Issue of NIT	25.06.2020
5	Date of Pre-Bid clarification meeting over online (Please communicate to wfbfbc@gmail.com for further detail after 01.07.2020)	03.07.2020 from 11 am to 3 pm
6	Starting date for submission of technical and financial bid online	06.07.2020
7	Last Date and Time for submission of Technical and Financial Bid online	27.07.2020, 5 PM
8	Date of opening of Technical Bid	29.07.2020
9	Technical presentation by qualified bidders at PMU	31.07.2020 (If required also on 03.08.2020)
10	Date of opening of Financial Bid	To be Notified
11	Earnest Money Deposit (EMD) (Refundable)	Rs. 36,000/- in shape of Demand Draft from any scheduled commercial bank in favour of West Bengal Forest and Biodiversity Conservation Society (WBFBCS) A scanned copy of the demand draft should be uploaded with the bid document.
12	Security deposit	10% of contract value to be deposited
13	Additional Performance Security from the successful bidder	10% of the tendered amount from the successful bidder, as per Government Order No. 4608-F(Y)
14	Website for Submission of Bid	wbtenders.gov.in
15	Mode of Submission of Bid	Online in wbtenders.gov.in

Section: 1
Letter of Invitation

Tender Document No:1/e-tender/WBFBCP/2020-21

Dated: 25.06.2020

Name of the Assignment: Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP

PMU, West Bengal Forest and Biodiversity Conservation Project Forest Department, Government of West Bengal (The Client) invites online Technical and Financial Bid in wbtenders.gov.in from reputed and eligible bidders for “Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP”

More details on the proposed assignment are provided at Section-3: Terms of Reference of this NIT document.

An Agency/Institution will be selected under Combined Quality and Cost Based Selection (CQCBS) procedure as prescribed in this NIT document in accordance with the financial and procurement guidelines of WBFBCP, Forest Department, Government of West Bengal. The bid completes in all respect as specified in the NIT document and a Refundable amount of Rs.36,000/- (Rupees thirty-six thousand only) towards EMD in the form of scanned copy of Demand Draft from any scheduled commercial bank in favour of West Bengal Forest and Biodiversity Conservation Society (WBFBCS) failing which the bid will be rejected. The bid must be submitted in wbtenders.gov.in. Submission of bid through any other mode will be rejected.

While all information/data given in the NIT document are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all bid/ terminate the entire selection process at any stage without assigning any reason thereof.

Chief Project Director, WBFBCP

Section: 2
Information to the Bidder

1. Pre-Qualification /Eligibility Criteria:

The invitation to NIT is open to all bidders who qualify the eligibility criteria given below and the bidders must submit online the required supportive documents/information as indicated against each as part of their technical bid:

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Single entity legally registered under appropriate authority in India. <i>Consortium or Joint Venture is not allowed.</i> The bidder must be registered under GST Act 2017.	a. Copy of certificate of Incorporation/Registration b. Copy of GST Registration c. Copy of valid PAN
2	Required Experience from the Bidder	The bidder should have more than 10 years of existence and 5 years of experience in the field of Third Party End-line Study /Evaluation /Base line Study/End-Term Evaluation/ as on 1 January, 2020. The bidder should have experience of carrying out minimum of 3 Third Party End-line Study/ Evaluation/Base line Study/End-Term Evaluation/ of projects under Central / State Government / EAPs / Autonomous Bodies / National & International organization* each with contract value of ≥ Rs. 8 Lakh and duration of ≥ 2 months Work experience in Project areas would be considered as an advantage	Copies of engagement such as Work Order / Contract Document/ Completion Certificate
3	Turn Over	The bidder should have an average annual turnover of more than Rs. 1 Crore during the last three financial years	Copies of audited balance sheet and profit and loss account with all schedules and a turnover certificate certified by the Chartered Account and by the bidder along with the acknowledgement of Income Tax return as proof (TECHA-3)

4	Earnest Money Deposit (EMD)	The bidder should upload scanned copy of an Earnest Money Deposit (EMD) of Rs. 36,000/- in the form of Demand Draft in favour of " West Bengal Forest and Biodiversity Conservation Society " payable at Kolkata	Scanned copy of Original Demand Draft to be uploaded at wbtenders.gov.in
5	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECHA-5)
6	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by any bilateral and multi-lateral donor agencies Central Government / any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letter held (TECH A-6) .

** Three preceding Financial Years, Academic institutions are exempted from the requisite turn over condition.

2. Definitions

Unless the context otherwise requires, the following terms whenever used in this NIT document have the following meaning:

- a. Bidder means Agency/Organization/Firm/Company/Educational Institutions which submits bid in response to this NIT document
- b. Agency means Independent Agency, selected through competitive process in pursuance of this NIT, for providing the services under the Contract
- c. Project Means West Bengal Forest and Biodiversity Conservation Project (WBFBCP)
- d. PMU- WBFBCP, means Project Management Unit, West Bengal Forest and Biodiversity Conservation Project
- e. Contract means the Contract entered by the parties for Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP
- f. Personnel means professional and support staff provided by the Agency to perform Services to execute the assignment and any part thereof

- g. Bid means bid submitted by Bidder in response to the NIT issued by PMU-WBFBCP.
- h. Service means the work to be performed by the third-party agency pursuant to this NIT and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by PMU-WBFBCP.

3. Period of Contract

The assignment is for **six months**. If the selected agency fails to deliver the output as agreed upon in the contract to be signed with PMU-WBFBCP or commit breach of any of the terms and conditions, provisions or stipulations of the contract, Project Authority shall take appropriate action including termination of the contract with the agency.

4. Documents to be submitted along with Technical Bid

The bidders must submit online at wbtenders.gov.in in the following documents duly signed in along with their Technical Bid:

Sl. No.	Name of the document
1	Filled in Bid Submission Check List (Annexure-I)
2	Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the bid process.
3	Earnest Money Deposit (EMD) scanned copy attached
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number (GSTIN)
7	Copies of IT Return for the last three financial years
8	General Details of the Bidder (TECH A-2)
9	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
10	List of completed or ongoing assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients.
11	Self-Declaration regarding Conflict of Interest on bidder's letterhead (TECH A-5).
12	Undertaking for not having been banned/blacklisted/debarred/suspended by the Central Government/any State Government /Government Organization/Financial Institution/Court /Public Sector Unit in India on bidder's letterhead (TECH A-6).

5. **Earnest Money Deposit (EMD):**

The bidder must submit, as part of the bid, an Earnest Money Deposit (EMD) amounting to **Rs. 36,000/- (Rupees Thirty-six thousand only)** in shape of Demand draft from any scheduled commercial bank in favour of "West Bengal Forest and Biodiversity Conservation Society payable at Kolkata. **The bid not accompanying scanned copy of Demand Draft for the purpose of EMD will be rejected.** The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its bid during the bid validity period as specified in NIT.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.
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6. **Pre-bid Clarification meeting over online:**

Pre bid clarification meeting or discussion will be held over online on 3rd July 2020 from 11 am to 3 pm. Please communicate to wbfbcg@gmail.com for further detail after 01.07.2020. Overall background of the project would be briefed and specific expectations from the assignment would be clarified. Pre bid clarification is optional.

7. **Submission of Bid:**

Bidder must submit their bid online in wbtenders.gov.in before the last date and time for submission of bid as mentioned in Bidder Data Sheet. The bid must have to be submitted in two parts (Technical and Financial).

The procedure for submission of the bid is described below:

Technical Bid

Documents as mentioned in 'Paragraph 4 under the heading "**Documents to be submitted along with Technical Bid (Part - A)**" to be submitted online in wbtenders.gov.in

Financial Bid (Part – B)

The bidder should mention the percentage above or less over Budget of Quantity (BOQ) in relevant section of the Notice Inviting Tender (NIT) in wbtenders.gov.in

8. **Opening of the Bid:**

The **Technical Bid** will be opened in the initial stage by the Client after the closing of bid period. The Client will constitute one E-TENDER Committee to evaluate the bid submitted by bidders.

Financial Bid only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial bid will be intimated accordingly and uploaded in wbtenders.gov.in

Evaluation of Bid:

A three-stage process will be adopted as explained below for evaluation of the bid: First stage would be checking proper submission of all required documents, which is qualifying in nature. Qualified bid will be evaluated in second stage with marking as per technical bid submitted. At third stage financial bid will be evaluated for those qualified in technical evaluation.

- Preliminary Evaluation (1st Stage):** Preliminary evaluation of the bid will be done to determine whether the bid comply with the prescribed eligibility conditions and the requisite documents / information have been properly submitted online by the bidder or not. Submission of following documents / information will be verified:
- Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH A-1**) on bidder's letterhead requesting to participate in the selection process.
 - Proof of Earnest Money Deposit (EMD) as applicable
 - Copy of Certificate of Incorporation/Registration
 - Copy of **PAN**
 - Copy of Goods and Services Tax Identification Number (**GSTIN**) as applicable
 - Copies of IT Return for the three preceding financial years
 - General Details of the Bidder (**TECH A-2**)
 - Financial Details of the bidder (**TECH A-3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - List of completed or ongoing assignments of similar nature (Past Experience Details, **TECH A-4**) along with copies of contracts / work orders / completion certificate from previous clients.
 - Self-Declaration on Conflict of Interest (**TECH A-5**)
 - Undertaking for not having been banned/blacklisted/debarred/suspended by the Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (**TECH A-6**).
 - All the uploaded pages of the bid and attachments are to be signed.

Bid not complying with any of the above requirement, will be out rightly rejected.

- Technical Evaluation (2nd Stage): Total 100 Marks (70% is the qualifying mark):** Technical bid will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the bid of the qualified bidders shall be made as per the following technical parameters:

Sl. No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	Experience of the bidder: Experience in Third Party Evaluation/ Survey/Socio-economic End-line Study/ Base line Study/End-Term Evaluation under Central / State Government / Autonomous Bodies / National & International organisation with contract value of more than Rs 8 Lakh and duration of 2 months or more (Assignments undertaken during 1st January 2015 to 1st January 2020).	3 projects = 20 marks 4 projects = 24 marks 5 projects = 28 marks 6 projects = 32 marks 7 projects = 36 marks 8 & above = 40 marks	40
2.	Team Members		
2.1	Lead Researcher-cum-Team Leader (1)	For every 1 year of additional experience 2 marks will be given subject to a maximum of 12 marks.	20

2.2	Key Team Members (5)	Five key team members qualification and experience will be evaluated. 4 marks for each member	20
3	Technical Presentation	The assignment and methodology for completion of the Assignment	20
Grand Total			100

Bidders must make a presentation as a part of the technical bid (2nd stage). The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment.

- **Financial Evaluation (3rd Stage):** The financial bid of the technically qualified bidders only shall be opened at this stage. The name of the successful bidder along with the quoted financial price will be made available in website.

Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical bid, the technically qualified bidders shall be ranked highest to lowest Technical Score (**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be **85%** weightage to technical score and **15%** weightage to financial score.

The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

Where;

SF= Normalized financial score of the bidder under consideration
 F_{min} = Lowest financial quote among the technically qualified bidders
 F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.85 + SF * 0.15$$

Where ST = Technical score secured by the bidder
SF = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc.

Combined Score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score (ST)	Financial Score (SF)	Weighted Technical Score (85% of ST)	Weighted Financial Score (15% of SF)	Combined Score (F=D+E)
A	B	C	D	E	F

9. Taxes:

Income Tax (TDS) will be deducted from the contract value as per the prevailing tax rate.

10. Nature of Contract:

Budget of quantity includes all expenses required to carry out the assignment by the successful bidder and client will not bear any extra cost.

11. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the successful bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this NIT.***

13. Additional Performance Security

Successful bidders may need to submit Additional Performance Security @10% of the tendered as per Government Order No. 4608-F(Y). This security amount to be deposited in the form of Bank Guarantee from any scheduled Bank before issuance of Work Order_in favour of "West Bengal Forest and Biodiversity Conservation Society payable at Kolkata. If the bidder fails to submit the Additional Performance Security within seven days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly if required. The Bank Guarantee will be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the Contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.

14. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of West Bengal. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its

- contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
 - c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial bid, and recommendation for award of contract, will result in the rejection of the bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Bid:

The bid and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Bid, the translated version shall govern.

18. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one bid under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of the High Court at Calcutta.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws of Government of India and Government of West Bengal. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waived.

21. Confidentiality:

Information relating to evaluation of Bid and recommendations concerning awards shall not be disclosed to the bidders who submitted the bid or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in rejection of its bid and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the NIT Document:

At any time before submission of bid, the Client may amend the NIT by issuing an addendum through WBFBCP website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their bid, the Client may, at its discretion, extend the deadline for the submission of the bid.

23. Client's right to accept any bid, and to reject any or all bid/s

The Client reserves the right to accept or reject any bid, and to annul or amend the bidding / selection / evaluation process and reject all bid at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Forest Department, Government of West Bengal shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Personnel:

The professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications. After written notification, the Agency will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Agency must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Agency must notify the Client at least fourteen **(14) days** in advance and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in enough detail to permit evaluation of the Socio-economic End-line on the engagement. Acceptance of a replacement person by the Client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in the professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government

or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

27. Arbitration:

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the Secretary, Forest Department, Government of West Bengal. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Kolkata.

Section: 3

Terms of Reference (ToR)

1. Introduction

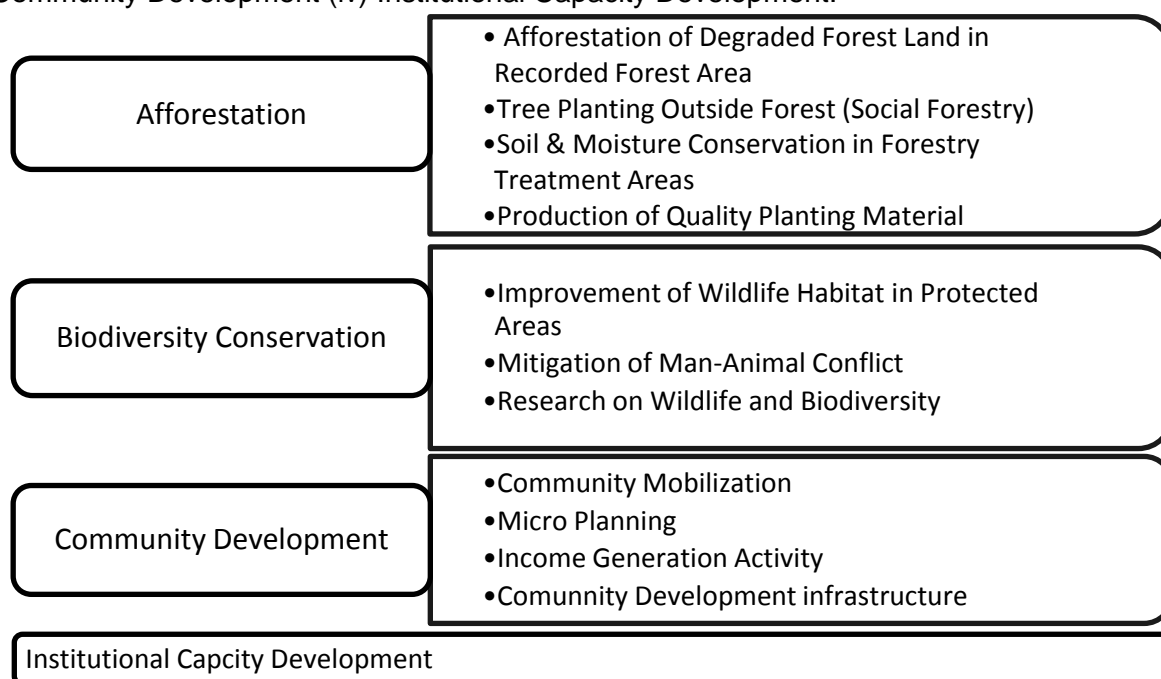
A. Background of WBFBCP:

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the West Bengal Forest and Biodiversity Conservation Project. To implement WBFBCP, Japan International Cooperation Agency (JICA) has extended a loan of Rs. 40600.10 lakhs. The loan agreement was signed in 2012 between JICA and Government of India. The executing Agency on behalf of GOI is West Bengal Forest Department (WBFD) through the West Bengal Forest and Biodiversity Conservation Society. The project duration was stipulated at eight years starting from 2012-2013 to 2019-2020. The project has got a no cost extension till 2022

B. Objectives of WBFBCP

The West Bengal Forest and Biodiversity Conservation Project (WBFBCP) aims “To improve forest ecosystem and conserve biodiversity by undertaking afforestation, regeneration and wildlife management activities through JFM (Joint Forest Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonized socio-economic development in West Bengal”.

The Main components of the Project are (i) Afforestation (ii) Biodiversity conservation (iii) Community Development (iv) Institutional Capacity Development.



Adoption of JFM approach to implement the WBFBC project is derived from existence of symbiotic relationships of the community and Forest including biodiversity requires. In order to achieve environmental conservation and harmonized socio-economic development, community participation through community mobilization /development and institutional capacity development has been inculcated with the formation of local level institutions such as Forest Protection Committees (FPC) and Eco-Development Committees (EDC). The community development as the major component is being implemented in 23 Divisions. Community development leading to formation of people bodies is the key driving force to implement the forest conservation and biodiversity related activities in the project areas in a comprehensive manner.

The following section briefly elaborate about people bodies involved in project activities:

The community development activities formed as per the extant resolutions/regulations issued by GoWB shall implement the Community Development Activities. Income Generation Activities shall

be undertaken through Self-Help Groups (SHGs) from within the members of FPCs/EDCs.

i. **Joint Forest Management Committees (JFMCs):** People's body formed, in order to ensure adequate and quality community participation for forest protection and management. The beneficiaries of JFMC are economically backward people living in the vicinity of forest. There is a joint membership (If, husband is a member, wife automatically becomes a member and vice versa) from each household.

ii. **Eco Development Committees (EDCs):** Eco Development Committee (EDC) is people's body formed for the protection and development of wildlife protected areas (Sanctuaries and National Parks). Presently EDCs are also called as JFMCs. EDC functions to ensure adequate and quality community participation for protection and management of Protected Area including wildlife. The members of EDC are from economically backward people living in the vicinity of wildlife protected areas.

iii. **Self-Help Groups (SHGs):** SHGs are formed within a FPC/EDC to improve the livelihoods of the people through Income Generation Activities.

iv. **Beneficiary Groups (BGs)** outside Forest Areas are formed under state's social forestry programme for the plantation of trees in the areas outside forest areas. Plantation sites are managed by the BGs. Generally, the beneficiaries comprise economically backward people, SCs and STs.

The project has been implemented in 93 Forest Management Units (Forest Ranges) of 21 Territorial Forest Divisions in West Bengal. Project covers 600 JFMCs and 1200 SHGs.

The objective of WBFBCP is to enhance forest ecosystem along with sustainable livelihood of local people by improving sustainable forest management, sustainable biodiversity conservation and community development, thereby contributing to harmonization between environmental conservation and socio-economic development in the Project area in West Bengal.

The envisaged approach to achieve the overall goal in a sustained manner will include restoration of degraded forests and augmentation of forest resources through people's participation; securing sustainable forest management by improving community participation; capacity building of community organizations and other stakeholders; conservation and scientific management of the biodiversity; Promote Alternative Income Generation Activities, promotion to inter-sectoral convergence for better livelihood and improvement of income of the targeted forest dependent communities.

2. Objective of Socio-economic End-line Survey of WBFBCP

The baseline and end-line Socio-Economic Surveys (SES) are part of the overall accountability and learning purpose of the M&E component of the WBFBCP. The broad objectives of the SES, in particular at end-line are

- a) Estimate the change in the income, sources of income, asset ownership, incidence, depth and severity of poverty and associated social characteristics of the households (HH) covered by JFMC in the targeted project areas.
- b) Estimate the change in targeted JFMC HH access to and use of basic social and public services, such as access to water and sanitation, education, health
- c) Estimate the change in targeted household's dependence on forest, change in Man Animal Conflict (MAC) and benefits accrued from forestry work under the project (both Socio-economic and environmental in short and long term)

The change is to be traced by comparing baseline data with end-line data as well as other primary and secondary sources of information available / collected

2.1 Suggestive Indicators for End-line study

The end-line socio-economic survey will focus **on change in life of direct and indirect project beneficiaries** through evaluating performances of key Components of the Project from a socio-

economic perspective. This change will be largely measured against baseline survey findings. Following broad Indicators should be incorporated in methodology for end-line survey

2.2 Outcome Indicators (Measuring change from baseline to end-line)

1. Means of livelihoods
2. Average Annual Income
3. Average Annual Expenditure
4. Ownership of productive assets (Capital, tools, livestock etc.)
5. Health and Hygiene (Water and sanitation)
6. Employment generation in forest
7. Employment opportunities (income from different sources like IGA, NTFP)
8. Change in Migration pattern and access to forestry schemes
9. Degree of convergence with other line departments
10. Reduced man animal conflicts where applicable

2.3 Impact Indicators

- **Percentage change in HH food security,**
- **Percentage change in access to drinking water,**
- **Percentage change in access to sanitation facilities (also behavioral changes)**
- **Trend in means of livelihoods (including nature of employment)**
- **Percentage change in dependence on forest**
- **Percentage increase in community asset creation and maintenance**
- **Empowerment of JFMC (Governance and Functionality)**
- **Empowerment of JFMC members (Participation in decision making and management of JFMC)**
- **Percentage change in degree of expertise & transparency in financial management at JFMC (Documentation, Audit, Social audit etc.)**
- **Percentage increase in women’s participation in JFMC & their role in decision making**
- **Economic empowerment of women in WBFBCP context**

3. Broad Scope of Work

The key Components of the Project to brought under the Socio-economic End-line survey are

Components	Areas to be assessed (not limited to)
Afforestation activities <ul style="list-style-type: none"> • Afforestation of Degraded Forest Land in Recorded Forest Area • Tree Planting Outside Forest (Social Forestry) • Soil and Moisture conservation (SMC) • Production of Quality Planting Materials (QPM) 	Afforestation: Better growth of plants & reduced mortality and benefits of JFMC SMC: Soil conserved, and water table increased – whether that has impacted socio-economic status of the JFMC households (HH)

<p>Biodiversity Conservation</p> <ul style="list-style-type: none"> • Habitat improvement in PAs • Human-wildlife conflicts 	<p>Human-wildlife conflicts</p> <ul style="list-style-type: none"> -Change in the numbers of incidents of HWC in the divisions -Change in the numbers of casualties and injuries due to HWC -Change in Elephant depredations since erecting new wire fencing under the project -Change in the numbers of tiger straying in Sundarbans since the repair & installation of new nets (Secondary data sources) -Household-wise /JFMC-level impact (in terms of reduced conflicts resulting into reduced casualties and crop loss) - Change /reduction in number of 'Revenge killing' of wildlife
<p>Community Development</p> <ul style="list-style-type: none"> • JFMC Selection • Mobilisation and making of Micro plan • Community Infrastructure Development Activities (CIDA) • Income Generation Activities (IGA) 	<p>JFMC Selection:</p> <ul style="list-style-type: none"> • Degree of involvement of JFMC in the project • Better boundary delineation & forest boundary management <p>Mobilisation and making of Micro plan</p> <ul style="list-style-type: none"> • Community empowerment (Collective knowledge & decision making, involvement in conflict resolution etc,) • Gender needs incorporated • Micro plans shared with line departments for convergence <p>CIDA</p> <ul style="list-style-type: none"> - Process of determining types of assets) - Inclusiveness in selection and use of assets - Asset developed (type) - Process of developing assets (Role of JFMC in executing entire process & providing handholding support) - Own contribution of JFMC/Members <ul style="list-style-type: none"> - Donation of Labour - Donation of Land for asset building - Expenditure incurred for the asset - Utility of the asset (How the asset is benefitting people and who are the beneficiaries both direct and indirect) - Asset Maintenance or sustainability plan (like maintenance fund, inclusive or not) and its implementation in short and long run - Value addition <ul style="list-style-type: none"> How the created asset has added value to any existing asset Whether JFMC members are adding value to the assets created under WBFBCP <p>IGA</p> <ul style="list-style-type: none"> - Number/percentage of targeted beneficiary households with increased income due to IGA

	<ul style="list-style-type: none"> - Number/percentage of targeted beneficiary households acquired new/ additional knowledge; skills promoted by the project for better livelihood - Total amount of grant received by JFMC and percentage use - Total number of loan applications received - Total number of loans sanctioned and amount (average loan size) - Criteria for loan sanctioning - Types of loan sanctioned (in terms of types of business) - Loan cycle (How many times the grant amount has been revolved) - Total Loan repaid - Mechanism for repayment monitoring (how many instalments and regularity of payment) - Total beneficiary covered - Total administrative fees collected by JFMC - Skill development trainings received by JFMC for this purpose - Records maintained - JFMC's capacity to manage Loan portfolio - Audit taken place or not
<p>Institutional Capacity Development</p> <ul style="list-style-type: none"> • Formal and Informal Trainings of JFMC /Front line Forest Department staff • Purchase of Vehicle • Infrastructure Development (Building and Equipment) 	<p>Trainings:</p> <ul style="list-style-type: none"> - Types & Nature of trainings - No. of JFMCs supported - Nature and extent of facilitation / handholding support provided to JFMCs - Use of newly acquired / refined skills and results

4. Sample Size:

Suggested Sample Size for end-line (25% of total Project JFMC which were also covered in baseline)

Sample Size			
Broad Category	FPC	EDC	Total
Grand Sample Size	162	8	170
Project Areas	144	6	150
Non Project Areas	18	2	20

The sample size is determined by PMU following logic of proportional distribution of samples (JFMC) at FMU level and where all project interventions have been done. The survey will be conducted in 11 districts i.e Jalpaiguri, Bankura, Birbhum, Purba Bardhaman, Paschim Bardhaman, Darjeeling, Jhargram, Purulia, Paschim Medinipur, Coochbehar and Alipurduar.

It will cover 20 Forest Divisions i.e Medinipur, Jhargram, Rupnarayan, Kharagpur, Bankura (North), Bankura (South), Panchet, Purulia, Kangsabati (North), Kangsabati (South), Birbhum, Burdwan, Durgapur, Baikunthapur, Kurseong, Jalpaiguri, Darjeeling, Wildlife-I, Wildlife-III & Coochbehar. A total of 150 Project JFMCs and 20 Non Project JFMCs would be covered in above divisions. The list of division and range wise numbers of JFMC for the Socio-economic End-line Survey would be made available to successful bidder.

5. Agency's Inputs and Resources Required

PMU will assess the demonstrated experience and capacity of the interested agencies applying for this consultancy assignment for Socio-economic End-line survey. The assignment requires a firm or agency/ institution with skills and experience in independent third party assessment / verification, relevant M&E systems, and in conducting evaluations of Environmental project, forestry and social sector. Prior experiences of working in project areas would be an advantage

The Agency's team must comprise the following managerial, field investigators and data entry operator positions, with qualifications and experience as mentioned.

CVs of the proposed personnel will be evaluated.

Position	Suggested Number	Qualifications and Experience
<i>Team Leader</i>	01	<ul style="list-style-type: none"> - Minimum Master's degree in Forestry, Agriculture, Social science, MBA or equivalent degree from reputed institution. PhD degree will be given preference. - Minimum 15 years of working experience in the areas of Forestry, Socio-economic Development, Research etc., out of which 5 - years of experience as a project lead or program lead
<i>Key Team Member</i> <i>(Quantitative data analyst, Field data collectors/ enumerators)</i> Preferably data to be collected simultaneously in two groups	05	<ul style="list-style-type: none"> - The data analyst should hold a graduate degree in economics, statistics or a related field and have at least three years of experience with quantitative data analysis. Good command of software, such as Stata, SAS or SPSS, is required. - Field Data collectors should be graduate in social/ development studies, with experience in PRA techniques and fluent in Bangla and knowledge of Nepalese language would be an advantage

6. Outputs and Delivery Schedule

Timeline	Outputs
One month	Agreement on methodology (field questionnaire and other tools), brief literature review (about the project), Training of Field Investigators and field deployment for data collection and Pilot*
Four months	Collection and Completion of data, data analysis, draft report preparation and submission to PMU, WBFBCP for suggestion and report finalization, sharing of interim findings
One month	Report finalization with the inputs of PMU, submission of final report to PMU and Sharing of the findings in a workshop.

*The agency will be required to collect data from one JFMC and present it before the PMU-PMC in the required format for approval.

7. Implementation Arrangement

The Agency will report to Chief Project Director, WBFBCP and work closely with PMU, WBFBCP for completion of the assignment. The Chief Project Director will provide the required project documents and access to any available data sets. Chief Project Director will also arrange, as required, introductions to institutions and other stakeholders. The Agency will be responsible for administering all data collection instruments.

8. Payment Schedule

Activities/Milestone (s)	Payment percentage
Inception Report	15%
Completion of the field study	40%
Submission of the Draft Report	20%
Submission of the Final Report	15%

9. Reporting

The Agency shall carry out the assignment under the overall supervision of the Chief Project Director, WBFBCP for the independent Socio-economic End-line Survey. The Agency shall ensure that reports are timely, accurate, objective and are backed-up by evidence and a clear rationale. The Agency will be required to make presentations as needed in Kolkata and clarify, in a timely manner, any issues and questions raised by PMU, WBFBCP.

The PMU, WBFBCP shall provide the Agency with relevant data and documents necessary to understand the project component. The PMU shall make arrangement to ensure that the Agency's staff and consultants have required access to Institutions under the Project.

Section: 4
Technical Bid Submission Forms

Technical Bid

TECH A-1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

**To
The Chief Project Director
West Bengal Forest and Biodiversity
Conservation Project
Block LB -2, Sector 3
Building I, 2nd Floor,
Salt Lake,
Kolkata 700106**

Subject: Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP

[Technical Bid:]

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for _____ in accordance with your E-Tender No. _____ Dated _____. We are hereby submitting our bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. Our bid will be valid for acceptance up to 60 days and I confirm that this bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the NIT document. In case any provision of this NIT is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of the Bidder: _____

TECH A -2

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Organisation /Firm/Company:	
2	Date of Establishment:	
3	Experience in years (Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/Socio-economic End-line Assessment):	
4	Registered Office Address: Tel: Fax: Email id:	
5	Address for Communication: Tel : Fax: Email id :	
6	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
7	Details of the authorized person signing & submitting the bid on behalf of the Bidder: Name: Designation: Mobile No.: Email id:	
8	Registration / Incorporation Details Registration No: Date & Year:	
9	Bid Processing Fee Details: Amount : BC/DD No.: Date: Name of the Bank:	
10	EMD Details: Amount : BC/DD No.: Date: Name of the Bank:	
11	PAN Number	
12	Goods and Services Tax Identification Number (GSTIN)	
13	Willing to carry out assignments as per the scope of work of the NIT	Yes
14	Willing to accept all the terms and conditions as specified in the NIT	Yes

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH A -3

Bidder Organisation (Financial Details)

Financial Information in Rs.				
Detail s	FY	FY	FY	Average
Annual Turnover (in Lakh)				
<i>Supporting Documents:</i> Audited financial statements for the last three FYs (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original (scanned copy) along with the technical bid failing which the bid will be out rightly rejected.</i>				

Signature and Seal of the Bidder's Auditor with Firm Name, Membership Number & Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

NB: Documents to be scanned with original signature

TECH A- 4

(Bidder's Past Experience Details)

Table-1 (List of completed or ongoing assignments on Third Party Evaluation/ Socio-economic End-line Study/ End-line Study/End-Term Evaluation/Socio-economic End-line Assessment in any sector during last 5 years)**

Sl. No .	Period	Name of the Assignment with Details thereof	Name of the Client	Contract Value (in Rs.) and Duration in Month *	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken/completed during the last 5 Years (1st January 2015 to 1st January 2020) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.

***Assignments having Contract Value of \geq Rs. 8 Lakh & Duration of \geq 2 Months only will be taken into consideration.**

**** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.**

TECH A- 5

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

In Bidders Letter Head

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH A-6

Self-Declaration for Not Banned/Blacklisted/Debarred/Suspended

To

The Chief Project Director
West Bengal Forest and Biodiversity
Conservation Project
Block LB -2, Sector 3
Building I, 2nd Floor, Salt Lake,
Kolkata 700106

Ref. E-TENDER No. _____, Dated: _____

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Section- 2: [Information to the Bidder] under Eligibility Criteria: Para (7)**.

I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

Technical Bid

(Part – B)

TECH B -1
Covering Letter
(On Bidders Letter Head)

[Location, Date]

To

**The Chief Project Director
West Bengal Forest and Biodiversity
Conservation Project
Block LB -2, Sector 3
Building I, 2nd Floor, Salt Lake,
Kolkata 700106**

Subject: Independent Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP, Forest Department, Government of West Bengal.

[Technical Bid: Part - B]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your E-TENDER No. _____, Dated: _____. I hereby submitting the bid which includes this technical bid sealed under a separate envelope. I confirm that this bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. If negotiations are held during the period of validity of the bid, I undertake to negotiate on the basis of the bid submitted by us. Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your NIT and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this bid and to bear any further pre-contract costs. In case, any provisions of the ToR included in NIT, including of our technical & financial bid is found to be deviated, then your Project shall have rights to reject our bid including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the bid and to clarify any details on its behalf. I understand you are not bound to accept any bid you receive.

I remain,

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH B -2

Bidder's Organisation (Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

Table -1 (List of 8 or more completed or ongoing assignments on Third Party Survey/ Evaluation /End-line Study/End-Term Evaluation/Socio-economic End-line Assessment in any sector during last 5 years)**

Sl. No .	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in Rs.	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information for 8 projects or more. Completed or ongoing Projects having average contract value \geq Rs. 8 Lakh and duration \geq 2 Months during the last 5 Financial Years (1st January 2015 to 1st January 2020) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical bid.

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five financial years**]

**FORM-I:
(Assignment of Third Party Evaluation/Socio-economic End-line Survey/
End line Study/ End-Term Evaluation/ Socio-economic End-line
Assessment in any sector)**

Assignment Name:	Value of the Contract (in Rs.):
Location:	Duration of Assignment (months):
Name of Client:	Total No. of staff-months of the Assignment:
Address:	
Start Date (Month/Year): Completion Date (Month/Year):	No of professional staff-months provided by associated Consultants:
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 8 Best Assignments in any sector, write up restricted to 1 page only]

TECH B -4

Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[The Agency needs to present and justify in this section, if any modifications to the Terms of Reference it is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical bid. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH B -5

Description of Approach, Methodology and Work Plan to Undertake the Assignment

[Technical approach, methodology and work plan are key components of the Technical Bid. In this Section, bidder should explain understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]

A. Understanding of the Objectives, Scope and Completeness of response

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). ***Please do not repeat/copy the TOR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study
- b. Proposed Framework
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design excluding sample design and estimation procedure
- b. Field Process Protocol control
- c. Suggestive tools for data collection
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise).

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

TECH B -6

Format of Curriculum Vitae (CV) for Proposed Professional/ Staff

1. Proposed Position:

[For each position of professional staff separate form Tech B-6 will be prepared]

2. Name of Firm [Insert name of Firm proposing the position]:

3. Name of Staff [Insert Name of Staff in Full]:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education [Include other specialised education of staff]:

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

Language	Speaking	Reading	Writing
English			
Bangla			
Hindi			

NB: For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.

12. Employment Record:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last five years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned: <i>[List all tasks to be performed under this Assignment/job]</i>	

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Assignment/Job/Project	
Year:	
Location:	
Name of the Client:	
Project Features:	
Position Held:	
Activities Performed:	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full assignment duration in terms of roles and responsibilities assigned in the technical bid or any agreed extension of activities thereof. I understand that any willful misstatement herein leads to disqualification of CV.

Date:

Place:

Signature of the Staff Member with Date _____

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements.

TECH B -7

Team Composition and Task Assignment for Each during the Study

Sl. No.	Name of the Professional/ Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1		Team Leader (1)				
2		Key staff (5)				
3		Field Investigators (Put No.)				
4		Data Entry Operator (put No.)				

(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format..)

TECH B – 8

Work Schedule for the Proposed Assignment

Proposed Work Plan for the Study

	Month					
	1	2	3	4	5	6
Sequence of study activities/ sub activities						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Draft and Final Verification Reports) and other associated sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section: 5

Financial Bid Submission Forms

FIN-1

Covering Letter
(In Bidders Letter Head)

[Location, Date]

To
The Chief Project Director,
West Bengal Forest and Biodiversity Conservation
Project
Block LB -2, Sector 3
Building I, 2nd Floor,
Salt Lake,
Kolkata 700106

Subject: Independent Socio-economic End-line Survey of the Project Interventions of the Project Area of WBFBCP, Forest Department, Government of West Bengal”.

[Financial Bid] Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your E - TENDER No._____,Dated:_____. Our Financial Bid is _____% above/below over Budget of Quantity (BOQ) I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the NIT document.

Our financial bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the bid of **60 days**. I have carefully read and understood the terms and conditions of the NIT and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any bid you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

Section - 6

Annexure

Bid Submission Check List

Sl. No	Description	Submitted Yes/No	Page No.
Technical Bid			
(Part – A) (Original)			
1	Filled in Bid Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	EMD of Rs. 36,000/- in form of Demand Draft/Banker's Cheque		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last three financial years		
8	General Details of the Bidder (TECH A-2)		
9	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
10	List of completed or ongoing assignments of third party Evaluation/ Socio-economic End-line survey/ End-line Study/ End-Term Evaluation/ Socio-economic End-line Assessment (Past Experience Details) (TECH A-4) along with the copies of work orders for the respective assignments		
11	Self-Declaration on Potential Conflict of Interest (TECH A-5)		
12	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).		
(Tech Part– B) (Original)			
1	Covering Letter (TECH B-1)		
2	Bidder Organisation (TECH B-2)		
3	Bidder Experience (TECH B-3) Form – (I, II & III)		
4	Comments and Suggestions (TECH B-4)		
5	Description of Approach, Methodology & Work Plan (TECH B-5)		
6	CV of Key Professionals (TECH B-6)		
7	Team Composition and Task Assignment (TECH B-7)		
8	Work Plan (TECH B-8)		
Financial Bid (Original + 1 Copy + Soft Copy in PDF Format)			
1	Covering Letter (FIN-1)		
2	Financial in BOQ		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure in wbtenders.gov.in.
- The bid have been signed and sealed by the authorized representative, followed by scanning and uploading in wbtenders.gov.in

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

To
**The Chief Project Director,
West Bengal Forest and Biodiversity
Conservation Project
Block LB -2, Sector 3
Building I, 2nd Floor,
Salt Lake,
Kolkata 700106**

WHEREAS.....(Name and address of the Consultant) (hereinafter called —the Consultant) has undertaken, in pursuance of E-TENDER No..... dated to undertake the service (description of services) (herein after called- the contract).

AND WHEREAS it has been stipulated by.....(Name of the Client) in the said contract that the Consultant shall furnish you with an Additional Performance Security in the form of bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Additional performance security in the form of bank guarantee shall be valid until the end of the contract period.

Our branch at (Name & Address of the Bank.....) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Name of branch a written claim or demand and received by us at our Name of branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the Authorized Officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch