

Request For Proposal (RFP) for Preparation of
Wildlife Conservation and Management Plan for
Forest land at Gangrel - 2.08 Hec.

CHHATTISGARH TOURISM BOARD

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Tel.: 0771-4224600, 4224611 Fax: 0771-4066425 E-mail: visitcg@gmail.com

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 No. /CTB/2017 Raipur, Date: /2017

Request For Proposal (RFP) for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec.

Request For Proposal (RFP) are invited from interested competent agency/Firms/ Company for works mentioned above. Interested companies/ Partnership firms/ Proprietorship Firms may submit their proposal with EMD of Rs. 10,000/- (Ten thousand) in the form of D.D./Banker Cheque in favour of "Managing Director, Chhattisgarh Tourism Board, Raipur" at the Office of Chhattisgarh Tourism Board on the address mentioned above. The RFP form can be purchased from Chhattisgarh Tourism Board by paying cash Rs. 2,000/- or can be downloaded from the web site (www.tourism.cg.gov.in) and RFP form fees (in the form of D.D./Banker cheque in favour of "Managing Director, Chhattisgarh Tourism Board, Raipur") will be payable on submission of the RFP.

1. Last date for purchase & submission of Proposal : 14.12.2017 till 5.00 p.m.
2. Date of opening of Proposal : 15.12.2017 at 4.00 p.m.
3. Date of opening of financial bid : will be intimated later.

Interested entities can obtain the details of the EOI from Website: www.tourism.cg.gov.in. Amendments/modifications, if any shall not be published in the newspapers but the same shall be uploaded in the website only.

Managing Director
Chhattisgarh Tourism Board

DISCLAIMER

1. The information contained in the RFP Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Chhattisgarh Tourism Board or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP Document and such other terms and conditions subject to which such information is provided.
2. Though adequate care has been taken in the preparation of this RFP Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Managing Director, Chhattisgarh Tourism Board immediately before the proposal due date. If no intimation is received by the Chhattisgarh Tourism Board within the date, it shall be deemed that the proposal is satisfied that the RFP Document is complete in all respects.
3. The RFP Document is not an agreement and is neither an offer nor invitation by the Chhattisgarh Tourism Board to the prospective Bidders or any other person. The purpose of the RFP Document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP Document. The RFP Document may not be appropriate for all persons, and it is not possible for Chhattisgarh Tourism Board, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP Document. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
4. Information provided in the RFP Document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Chhattisgarh Tourism Board accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. Chhattisgarh Tourism Board, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP Document.
6. Chhattisgarh Tourism Board also accepts no liability of any nature whether resulting from negligence.

7. Chhattisgarh Tourism Board may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP Document.
8. The issue of this RFP Document does not imply that Chhattisgarh Tourism Board is bound to select a Successful Bidder for the project and Chhattisgarh Tourism Board reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Chhattisgarh Tourism Board or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Chhattisgarh Tourism Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Request For Proposal

Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec.

Request for proposal are invited from interested competent agency/Firms/ Company for above given work which includes -

- Formulation of Wildlife Conservation and Management Plan {As per various National/State level guidelines under FCA 1980 (including FCA 1980/Wildlife protection Act 1972 etc.)}.
- Approval of the Wildlife Conservation and Management Plan by the Chief Wildlife Warden of the State.

General -

- (i) Chhattisgarh Tourism Board invites Request for proposal (RFP) for selection of Agency (The “**Bidder**” to take service as defined on terms and conditions mentioned in this RFP documents. Chhattisgarh Tourism Board intends to select suitable Agency through an open competitive bidding process in accordance with the procedures set out herein.
- (ii) Chhattisgarh Tourism Board would endeavour to adhere to the following schedule:

S.N.	Particulars	Date/Time schedule
1.	Last date of purchase & submission of proposal	14.12.2017 up to 05.00 PM
2.	Date of opening of technical bid	15.12.2017 at 04.00 PM
3.	Date of opening of financial bid	To be intimated separately.

Invitation of Proposals and Direction -

- (i) Chhattisgarh Tourism Board invites RFP’s from eligible bidders for selection of suitable Agency for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec.
- (ii) The sealed RFP in prescribed format should be submitted so as to reach the office by 5.00 pm of proposal due date. Chhattisgarh Tourism Board will not be responsible for any delay, loss or non-receipt of the same. ALL PROPOSALS MUST BE DELIVERED BY SPEED OR REGISTERED POST OR BY RECOGNIZED COURIER AGENCIES. NO HAND DELIVERY WILL BE ACCEPTED.

Scope Of Work -

- 1 Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec. Which includes -
- Formulation of Wildlife Conservation and Management Plan {As per various National/State level guidelines under FCA 1980 (including FCA 1980/Wildlife protection Act 1972 etc.)}.
 - Approval of the Wildlife Conservation and Management Plan by the Chief Wildlife Warden of the State.

Minimum Eligibility Criteria (Technical Proposal) -

- A. The Bidder Firm shall have a valid registration under the State in Chhattisgarh.
- B. The Bidder Firm shall have association with at least one retired Officer of Indian Forest Services Cadre of Chhattisgarh State, and such Officer shall be an active member of the Firm. Further the Officer associated shall have completed at least one Wildlife Management Plan during the tenure of his/her service.
- C. The Bidder Firm shall have a valid Permanent Account Number issued by the Income Tax Department.
- D. The Bidder Firm shall have a valid GSTIN Registration issued under the provisions of the relevant statute.
- E. The Bidder Firm shall have formulated and submitted at least two Wildlife Management Plans in preceding one year from the issue of this document. Relevant work order and completion certificate should be attached with the technical bid.
- F. The Bidder Firm shall have its registered office in Chhattisgarh.
- G. Any Bidder firm which has been barred by the Central/State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Application and proposal, would not be eligible to submit the application and proposal.
- H. Any Bidder Firm should have neither failed to perform on any agreement, as evidence by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the firm, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such firm.
- I. The Bidder Firm shall not have any court cases/arbitration cases/or any other cases pending against it.
- J. Attach RFP Form fee (Rs. 2000/-) and EMD (Rs. 10,000/-).

Supporting Documents for Eligibility Criterion-

- 1. Registration Certificate of the Firm.
- 2. Proof of membership of the retired IFS Officer in the Firm.
- 3. Experience details of the IFS Officer in the areas defined in the above Clause (B).
- 4. PAN Card of the Firm issued by the IT Department.
- 5. GSTIN Registration Certificate of the Firm.
- 6. Proof of the experience of the Firm as provided in the above Clause (E).
- 7. An undertaking in furtherance of the above Clause (G), (H) and (I).

Salient Features/Pre – Requisites/Process-

1. The bidder shall have to give complete details of their firm/agency as per Annexure II.
2. Those bidders who have qualified as per terms and conditions of RFP, only there Financial Bid will be open.
3. The bidder shall have to give information regarding their quote as per financial Bid Annexure III, in a separate sealed envelope, which is kept in Main envelope.
4. The successful bidder shall have to complete the job (as per scope of work) within 3 Months after the date of issuing of Work order.
5. The Bidder shall have to get all necessary permission for preparation of Wildlife Conservation and Management Plan.

Time Schedule for deliverables

Submit Wildlife Conservation and Management Plan within the 3 Month from the date of of issuing of Work order.

Procurement of RFP Document:

- (i) The RFP Document can be purchased from the office of Chhattisgarh Tourism Board, 2nd floor, Udyog Bhawan, Raipur-492006 (C.G.), on the payment of Rs.2,000/- (Rupees Two thousand only) for **RFP form** by cash only.
- (ii) The RFP document can also be downloaded from the website www.tourism.cg.gov.in, however while submitting the proposal it should be accompanied with a demand draft (in favour of **“Managing Director Chhattisgarh Tourism Board”**, issued by any Nationalized Bank only and payable at Raipur) of Rs.2,000/- (Rupees Two thousand only) for RFP form. The proposal without the cost of the document will not be considered for evaluation.
- (iii) RFP form fees must be enclosed with technical bid only.

Bid Security (EMD):

- (a) The submitted proposal should necessarily be accompanied by Bid Security/EMD for amount of Rs.10,000/- (Rupees Ten thousand only) in the form of a Demand Draft/Bankers cheque only by the bidder, in favour of **“Managing Director, Chhattisgarh Tourism Board, Raipur”**, issued by any Nationalized Bank only and payable at Raipur and must be enclosed with technical bid only.
- (b) If the proposal is not accepted the amount of Bid Security/EMD shall be refunded without interest. Bid Security/EMD of the unsuccessful Bidders shall be returned after award of work to the successful bidder.
- (c) **Bid Security shall be forfeited in the following case:**
 - (i) If the successful Bidder fails to complete the work within the stipulated time or if any extension thereof granted by Chhattisgarh Tourism Board and even after that

successful bidder have not completed the work, the whole amount of EMD and security deposit will be forfeited.

- (ii) If work not started on time.
- (iii) If any false information is provided.
- (d) EMD of the successful bidder will be refunded after satisfactory completion of work.

Technical Evaluation -

In the first stage, the Technical Proposal will be evaluated on the basis of Minimum Eligibility Criteria and document produced by the bidder in his technical bid document. (Document scrutiny).

Opening of Financial proposal -

Those bidders who have technically qualified as per terms and conditions of RFP, only there Financial Bid will be open and among them, the bidder who has quoted the lowest rate (L1) shall be declared as the successful bidder.

Chhattisgarh Tourism Board's Right to reject -

Managing Director, Chhattisgarh Tourism Board reserves the right to reject any or all proposals or cancel the whole RFP process without assigning any reasons.

Prevention of Conflict of Interest:

- (a) All persons/groups/agencies/Firms/companies/contractors including their blood relatives who are employed or have been assigned jobs through service provider with Chhattisgarh Tourism are strictly prohibited from bidding for the work mentioned in this document.
- (b) Violation of any clause mentioned in the RFP document will lead to the automatic rejection of the bid irrespective of the stage. If the violation of any clause mentioned in the RFP document is found out after the issuance of work order it will lead to the automatic cancellation of the work order from the date of detection. In such case the any Security Deposit Amount and EMD will be forfeited and legal action taken by CTB.

Due Diligence by Firms

The invited firms are advised to inform themselves fully about the Assignment and local conditions before submitting their proposal and applications.

Validity of the RFP

The Financial Bid and applications made by the firms shall be valid for a period of not less than 60 days from the due date of submission of RFP.

Preparation of the proposal

- (i) The Bidder must provide all the information/document as prescribed in the RFP formats appended to this document. Chhattisgarh Tourism Board shall consider only those proposals that are received within the date and time and in the prescribed format (Annexure II) and are complete in all respects. The proposal shall comprise the following:
- (a) **Envelope A** - It should contain (with Annexure IV) the Demand Draft/ Banker's Cheque for **EMD** of Rs. 10,000/- (Rupees Ten thousand only) in favour of the "**Managing Director, Chhattisgarh Tourism Board**" payable at Raipur". This envelope should also contain a copy of Money Receipt issued by Chhattisgarh Tourism Board against the document issued after cash payment or if RFP downloaded from website www.tourism.gov.in , a DD (in favour of the "Managing Director, Chhattisgarh Tourism Board" payable at Raipur) of Rs. 2,000/- will be enclosed. The sealed **Envelope A** should be superscripted as "EMD and RFP fees for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec."
 - (b) **Envelope B** - It should contain RFP Documents(Technical eligibility) in prescribed form (As per Annexure II) and letter (As per Annexure I), duly signed in each page by a person having been duly authorized to sign by the concerned Agency (A copy of authorization letter or power of attorney must be enclosed) . The sealed **Envelope B** should be superscripted as "Technical Bid for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec."
 - (c) **Envelope C** - It should contain the Financial Bid in prescribed form set out in **Annexure-III** , duly signed by a person having been duly authorized to sign by the concerned Agency. The sealed **Envelope C** should be superscripted as "Financial Bid for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec."
 - (c) **Envelope D** - All the above three sealed **Envelope A, B and C** should contain in **Envelope D**, superscripted as "**RFP for Preparation of Wildlife Conservation and Management Plan for Forest land at Gangrel - 2.08 Hec.**"
- (ii) Chhattisgarh Tourism Board shall have the right to reject a proposal that does not contain any of the documents, mentioned in this RFP and in the scrutiny it is found that any of the form is not in the format prescribed in this RFP.

Terms Of Payment -

- I. Wildlife Management Plan
 - A. 20% of the Total Fee shall be paid with the award of the work.
 - B. 40% of the Total Fee shall be paid after the approval of the Plan from the Office of the CCF (Wildlife).
 - C. Rest 40% of the Total Fee shall be paid after the approval of the Plan from the Office of the PCCF (Wildlife).

Other Term & Condition:-

1. EMD shall be refunded to the **unsuccessful bidders**, after the tenders have been awarded. In case, the bidder withdraws his proposal after award of the contract work within the stipulated time, or withdraw proposal at any time during the contract period, the EMD and any security deposit amount shall be forfeited and suitable legal action will be taken against the bidder in the form of penalty and will be blacklisted from Chhattisgarh Tourism Board.
2. Telex/Fax/Telegraphic bids will not be considered under any circumstances.
3. Financial bid must be submitted as per Annexure III.
4. Tender which is incomplete or obscure is liable for rejection.
5. In case of ambiguities or self contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to the CTB may be taken without any reference to the Service providers / Firms.

DISQUALIFICATION: The Managing Director, CTB may, in its own sole discretion, and at any time during the evaluation process, disqualify any Applicant, if the Applicant has:

- i. Submitted the Proposal after the due date and time;
- ii. Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility criteria;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.;
- iv. Submitted a Proposal which is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submits more than one proposal. This will cause disqualification of all the Proposals submitted by such entity.

Award Criteria -

The decision to select a successful bidder will be solely be the decision of the Managing Director, CTB. The Managing Director, CTB would be at liberty to accept any bid, or otherwise in whole or part or reject any or all bids without assigning any reason thereof. Successful bidder(s) will be informed by post or through Fax/by email.

Extension Order-

The right to extend the order exclusively rests with Managing Director, CTB.

Time Extension-

Any extension in time beyond contract period shall only be granted on merits, after approval of Managing Director, CTB.

Force Majeure -

Any cause that is beyond the reasonable control of the bidder or CTB will be force majeure condition .The cause of the force majeure condition will be taken into consideration only if the tenderer within 15 days from the occurrence of such delay notifies. The CTB shall verify the facts and grant such extension as the facts justify. For extension due to force majeure conditions, the firm shall submit its representation along with documentary evidence for scrutiny by the CTB and decision of the CTB in this regard shall be final and binding.

Notice-

1. Managing Director, Chhattisgarh Tourism Board, Raipur reserves the right to accept / reject any or all the Proposals without assigning any reason thereof.
2. Modification/Amendment/Corrigendum, if any, to the RFP document, shall not be advertised in the newspapers but shall be posted in the website (www.tourism.gov.in) of CTB only.
3. The Managing Director, CTB reserves the right to modify / cancel the whole process or part thereof at any stage of the said project without assigning any reasons thereof.

**Managing Director
Chhattisgarh Tourism Board**

ANNEXURE-I

Date

Place

To,

The Managing Director,
Chhattisgarh Tourism Board,
Raipur, Chhattisgarh.

Subject: Proposal For Preparation of Wildlife Conservation and Management Plan For Forest land at Gangrel - 2.08 Hec.

Sir,

This is in response to your Invitation to RFP issued on ___/___/___ vide letter no __, inviting proposal for - Formulation of Wildlife Conservation and Management Plan, Approval of the Wildlife Conservation and Management Plan by the Chief Wildlife Warden of the State, for diversion of 2.08 hect.of Forest Land at Gangrel in Dhamtari Forest Division, District Dhamtari, Chhattisgarh, we hereby submit our proposal. We have attached the necessary information as mandated by the invitation to proposal document. The information furnished by us is correct to the best of our knowledge. Based on these information, we you would be able to evaluate our proposal in order to award the above-mentioned assignment. We, however, understand that the Managing Director, CTB, Raipur, reserves the right to decide whether or not to consider our proposal without disclosing the reason whatsoever.

Sincerely yours
On behalf of the firm

Signature.....

Name of Signatory:
Designation:

Firm Seal.

ANNEXURE - II**TECHNICAL ELIGIBILITY**

S. No.	Particulars	Details
1.	Registration Certificate of the Firm.	
2.	Proof of membership of the Retired IFS Officer in the Firm.	
3.	Experience details of the Retired IFS Officer about preparation of Wildlife Conservation and Management Plan	
4.	PAN Card of the Firm issued by the IT Department.	
5.	GSTIN Registration Certificate of the Firm.	
6.	Proof of the experience of the Firm as provided in the minimum eligibility Clause (E).	
7.	An undertaking in furtherance of the minimum eligibility Clause (G), (H) and (I).	

* Kindly attach all the required documents.

Sincerely yours
On behalf of the firm

Signature.....

Name of Signatory:
Designation:

Firm Seal.

ANNEXURE -III**Financial Bid**

S. No.	Particulars of Assignment	Proposed Rate (Rs.)	GST (Rs.)	Total Amount (Rs.)
1.	Formulation Of Wildlife Conservation and Management Plan and its Approval.			
	Total			

Total Amount in Words. -----

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Sincerely yours
On behalf of the firm

Signature.....
Name of Signatory:
Designation:

Firm Seal

Annexure –IV**Details of the E.M.D. (To be placed in envelop –A):**

1. Amount of EMD in Figure Rs..... In Words Rupees

..... D.D/Banker cheque No.

..... Dated Drawn on (Name of Bank)

.....Payable at Raipur

2. RFP Form Fee Rs.....In Words Rupees

..... D.D/Banker cheque No. Dated

..... Drawn on (Name of Bank)Payable at Raipur

Or

3. Money Receipt No. -----Date -----Rs.-----.