

**Madhya Pradesh Compensatory Afforestation Fund Management and Planning  
Authority (State CAMPA)  
Van Bhawan, Bhopal**

**REQUEST FOR PROPOSAL**

**For**

**Hiring of Services of Third Party Organizations**

**For Evaluation of Works done under  
Madhya Pradesh Compensatory Afforestation Fund Management and Planning  
Authority (State CAMPA)**

[ w.r.t. Advt. No. \_\_\_\_\_ dated \_\_\_\_\_ ]

**Name of the Bidder:**

\_\_\_\_\_

**Address for Correspondence:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone No.:**

\_\_\_\_\_

**Fax No.:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Price: Rs. 3000/- Only**

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**Office of the Principal Chief Conservator of Forests & CEO CAMPA,**  
**Van Bhawan, Link Road No.-2, Tulsi Nagar Bhopal Madhya Pradesh, Bhopal**  
Tel.(Office) : 0755-2674228, E-mail- [pccfcampa@mp.gov.in](mailto:pccfcampa@mp.gov.in)

CAMPA/2021/302-II/

Bhopal, dated .03.2024

**SECTION I: INVITATION FOR PROPOSALS (IFP) (Second Call)**

1. The Madhya Pradesh State CAMPA invites Proposals for Hiring of Services of reputed and experienced third parties to undertake evaluation of CAMPA Activities in Madhya Pradesh.
2. The Madhya Pradesh State CAMPA intends to hire services of third parties through an open tender by issue of Request for Proposal (RFP).
3. CEO (CAMPA) is the nodal officer for this RFP. All correspondence should be done with CEO (CAMPA) regarding this RFP.
4. Tender Schedule:

S.No.	RFP Activity	Date
1.	Issue of RFP document	From 14 March 2024 at 11:00 A.M. Download Online from the M.P. e-procurement site: <a href="https://mptenders.gov.in">https://mptenders.gov.in</a>
2.	Last date and Time for depositing Pre-qualification, Technical and Financial proposals	31 March 2024 upto 5:00 P.M.
3.	Date and time of opening of Pre-qualification/Technical proposals.	01 April 2024 at 3:00 P.M.
4.	Place of Opening of Pre-qualification proposals, Technical and Financial proposals.	CEO, CAMPA, Van Bhawan Tulsi Nagar C-Block, Room No.-33, 2 <sup>nd</sup> Floor, Bhopal (M.P.) 462004
5.	Price of RFP Document	Rs.3000/- (Three Thousand Only)
6.	Amount Deposited with proposal as EMD (Online)	Rs. 1,00,000/- (One Lakh Only) (Under the provisions of M.P. store purchase and services procurement rule.).
7.	Amount as Performance Guarantee from the Successful bidder at the time of agreement.	3 % of the bid amount as <b>Bank Guarantee</b> in the favor of CEO Campa Madhya Pradesh.
8.	Address for Communication	CEO, CAMPA New Van Bhawan Tulsi Nagar C-Block Room No.-33, 2 <sup>nd</sup> Floor, Bhopal (M.P.) 462004

**Remark -**

1. Only Online Bids are accepted.
2. All interested parties are mandated to get enrolled on <https://mptenders.gov.in/nicgep/app> in order to download the tender documents and participate in the subsequent bidding process.

**PCCF & CEO, State CAMPA**  
**Madhya Pradesh**

## SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

### 1. Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a. "Applicable Law" means the laws and any other instruments having the force of law in the State of Madhya Pradesh.
- b. "Principal Chief Conservator of Forests (CAMPA)"/CEO CAMPA refers to the Nodal officer / Authority under whose administrative control the CAMPA works are undertaken in the state of Madhya Pradesh.
- c. "Competent Authority" means the CEO (CAMPA) Madhya Pradesh.
- d. "Committee" means committee constituted by CEO (CAMPA) for evaluation of pre-qualification, technical and financial Proposals.
- e. "State Campa" refers to Compensatory Afforestation Fund Management and Planning Authority Madhya Pradesh.
- f. "Contract Price" means the price payable to the third party hired by the MPFD under the Contract for the complete and proper performance of its contractual obligations.
- g. "Contract" means the Contract signed by the parties along with the entire documentation specified in this RFP.
- h. "Day" means Calendar day.
- i. "Effective date" means the date on which the contract comes into force and effect.
- j. "FY" means financial year starting from April 1 to March 31.
- k. "Government" means Government of Madhya Pradesh.
- l. "MPFD" means Madhya Pradesh Forest Department
- m. "NTFP" means Non-Timber Forest Produce.
- n. "Personnel" means professional and support staff provided by the third party and assigned to perform services to execute an assignment and any part thereof in pursuance of the contract.
- o. "Proposals" means offer/documents submitted by bidders in response to this RFP
- p. "Services" means the work to be performed by the third party pursuant to the contract to be signed by the parties in pursuance of the specific assignment awarded to them by State CAMPA.

### 2. Introduction

The Compensatory Afforestation Fund Management and Planning Authority (CAMPA) Madhya Pradesh was constituted vide Notification No. 3692 dated 14.09.2018 with an objective for Conservation, Protection, Regeneration and Management of existing natural forests, Wildlife and their habitat and raising Site Specific Compensatory Afforestation, Penal compensatory Afforestation etc.

The state CAMPA formulates Annual Plans of Operation (APOs) every year to carry out its operations in the forestry sector. The core activities of CAMPA include working plan prescription and plantations, forest protection, wildlife management and SMC activities while non-core activities comprise of research, development and capacity building, infrastructure development, Forest IT and working plan exercise. In the mean while, the CAMPA Act, 2016 and CAMPA Rules, 2018 came into operation and the Annual Plan Operations are being prepared as per the provisions of CAMPA Act and Rules from 2019 onwards.

MPFD is implementing CAMPA activities, there is now a felt need to technically evaluate these ongoing efforts, and based on the learnings, plan the way forward. Also, an evaluation methodology of the works implemented has to be evolved and implemented to ensure effective and proper utilization of the fund.

### **3. Request for Proposal**

The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP may lead to rejection. Bidders should visit the area, collect relevant information documentation, set up the team/personnel before preparing the proposal. The Bidders should clarify any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive from CEO CAMPA well in advance. However, no relaxation or exemption shall be provided to the bidder on any term or condition of the RFP for reasons of non-receipt of any clarification.

Bidders should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP. It is essential to ensure accuracy in the information provided in the proposals. Once proposals are received and opened, bidders shall not be permitted to change the proposal.

### **4. Validity of Proposals**

Proposals shall remain valid for a period of 90 (ninety) days after the date of Proposal opening prescribed in RFP. A Proposal valid for shorter period may be rejected as non-responsive. Competent Authority may solicit the consent to an extension of Proposal validity (but without modification in Proposals).

### **5. Conflict of Interest**

Third party required to provide professional, objective and impartial evaluation report and at all times hold the State CAMPA's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

The third party should abide by all conditions listed in this RFP.

### **6. Fraud and Corruption**

The Third party hired through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, State CAMPA defines, for the purposes of this provision, the terms set forth as follows:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State CAMPA by any personnel of Bidder in contract execution.
- b. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State CAMPA, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive State CAMPA of the benefits of free and open competition;
- c. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the State CAMPA.
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

Competent Authority would:

- i. Reject a proposal for award, if it determines that the bidder recommended for award, has been determined to having been engaged in practices listed at 'a' to 'd' above.
- ii. declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for or in executing, the contract.

## 7. Pre Proposal Queries

The prospective Bidder, requiring any clarification on RFP may contact CEO (CAMP A) and seek required clarification. However, no relaxation or exemption shall be provided to the bidder on any term or condition of the RFP for reasons of non-receipt of any clarification.

## 8. Clarifications and amendments of RFP Document

### 8.1. RFP Clarifications

During pre qualification and technical evaluation of the Proposals, Competent Authority may, at its discretion, ask bidders for clarifications on their proposal. The bidders are required to respond within the time frame prescribed by Competent Authority.

### 8.2. Amendments in RFP

At any time prior to deadline for submission of proposal, Competent Authority may for any reason, modify the RFP. The prospective bidders having received the RFP shall be notified of the amendments through website and such amendments shall be binding on them.

## 9. Process for Hiring of Services

Bidder can only participate in the process of tender by online process through **M.P. e-procurement site: <https://mptenders.gov.in>**.

The proposals received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified bidder(s) would sign a contract with CEO CAMP A which would specify the assignment that the selected bidder(s) is expected to perform.

Evaluation of the Proposals shall be carried out in three stages: pre-qualification criteria, technical bid, and financial bid. The pre-qualification criteria, technical and financial bids shall be submitted at the same time.

The pre-qualification criteria of third party define the minimum standards expected from a third party to engage in the said works. A third party that fails to meet any of the standards will not be considered for further stages.

For the bidders who satisfy the pre-qualification criteria, the technical bids will be opened and evaluated in conformity with the provisions of the RFP. The Technical Evaluation Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals of bidders those technically qualifying (**minimum 60 marks**) shall be opened only thereafter. The evaluation shall be carried out in full conformity with the provisions of the evaluation criteria enunciated in the RFP.

After rejecting the offers securing less than the minimum qualifying marks during technical evaluation, the Financial Proposals of the remaining qualifying bidders shall be opened. The Contract will be awarded to the bidder who provide lowest financial bid provided that such Bidder has been determined to accept all terms and conditions of the tender.

## 10. Preparation of Proposal

The Bidder shall comply with the following during preparation of the Proposal:

- a. The Proposal and all associated correspondence shall be written in Hindi or English and shall conform to prescribed formats.
- b. All the pages of the proposals should conform strictly to the formats and procedures laid down in this RFP.
- c. Pre-Qualification, Technical and Financial Proposals should be submitted Online through **M.P. e-procurement site: <https://mptenders.gov.in>**.
- d. M.P. Store Purchase and Service Procurement Rule 2015 (Revised 2022) must be followed while preparing proposals.
- e. All Document required must be indexed and serially numbered and enclosed with bid.
- f. The bidders should assess the total quantum of work as per **Schedule-1** and quote the amount for each Group separately. The sampling of CAMP A works will be 50% for plantation

works and 20% for other component of work (i.e. soil conservation works, infrastructure works etc.) in each forest division for each year and 100% enumeration shall be carried out in the selected unit.

- g. The Bidders must use Form-1, Form -2, Form-3, Form-4 for submitting bid.

## 11. Pre-qualification of Third party

Third parties applying under this RFP must fulfill the following Pre-qualification criteria:-

Criteria	Documents Required
1. The third party is registered under either of the following Acts: a. Societies Registration Act, 1860, or respective State Act b. Indian Trusts Act, 1882, or respective State Act c. Companies Act, 2013 d. University incorporated under State or Central Act e. Or any other relevant Act. Additionally, autonomous bodies under central or state government, and UN organizations, are also eligible to apply for this RFP.	-Certificate of incorporation -Registration Certificate -GST Registration -PAN Number of the Agency
2. The third party was registered at least three years before applying for this RFP.	-Registration Certificate
3. The applicant should deposit, as part of its proposal, an Earnest Money Deposit (EMD) of Rs. 1.00 Lakh online.	-Online Receipt.
4. The third party has minimum annual turnover of atleast Rs. 30 lakhs as an average of the last three financial years. The third party submits photo copies of first page of pass book of bank account held in name of the organization, and bank account statement of previous full month, i.e. 1 <sup>st</sup> to 31 <sup>st</sup> of previous month. i.e. 1 <sup>st</sup> to 30 September 2023	Should furnish three years balance sheet, Turn over Certificate issued by Chartered Accountant. Copy of first page of passbook of bank account held in organization's name
5. Audited accounts for the last three years.	Copy of Audited Accounts.
6. An undertaking that the third party is <b>not</b> blacklisted or placed under funding restriction by any ministry/ department of Government of India/State Government.	Undertaking by Agency.
7. An undertaking that the third party has <b>not</b> defaulted either in works or in financial progress in any of its works with any Government agency in the last ten years or since inception, whichever is less.	Undertaking by Agency.
8. An undertaking that the CEO / Director / Members of the top management committee have <b>not</b> been convicted in any criminal case in any court of India.	Undertaking by Agency.
9. An undertaking that the agency or their employees have no association with Madhya Pradesh CAMPA State Authority.	Undertaking by Agency.
10. The applicant agency shall have experience of third party evaluation/consultancy services in State/Central Government projects related to afforestation, wildlife etc. during the last five years.	Proof of engagement such as MoU/Work Order/Engagement Letter/LoA/Completion certificate, Project report etc.
11. The team Should have required number of experts as specified in point no.13 <b>Human Resource Requirement.</b>	Details of team members are to be provided

Further, it may be noted that supporting documents of all the above mentioned criteria must be uploaded online with the tender document. The documents that need to be attached are mentioned in the format above and (Section 5, Form 2).

Additionally, the Competent Authority reserves the right to seek additional documents for cross-verification, or for any reason whatsoever. The request for such additional documents will be intimated to third party through email and post. The third party will provide the same within 15 days to the concerned authority. Inability to provide the same will render the third party ineligible for further consideration.

## **12. Disqualifications**

Competent Authority may at its sole discretion and at any time during the evaluation of proposal, disqualify any bidder if the bidder has:

- a. Failed to meet any of the Pre-qualification criteria mentioned in the preceding section.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- e. Failed to provide clarifications related thereto, when sought.
- f. Submitted a proposal with price adjustment /variation provision.

## **13. Human resource requirement**

<b>S.No.</b>	<b>Category of Resource Person</b>	<b>No. of Resource persons</b>
1	Evaluation Expert cum Team leader	01
2	Statistics Expert	01
3	Social Scientist	01
4	Forest/Environment Expert	05
5	Field Evaluators	12

### **Qualification :**

#### **1. Evaluation Expert cum Team Leader**

- Masters' degree with 20 years of professional experience in forestry project planning management and monitoring and evaluation.
- Experience of working on evaluation of forestry/wildlife projects with state/central governments.
- Demonstrable managerial skills, strong analytical and problem-solving skills and good writing skills.
- Responsible for overall management of the project, guiding the team in development of evaluation frameworks and carrying out evaluation process.

#### **2. Statistics Expert**

- Master degree in statistics/finance/economics with three year professional experience.

#### **3. Social Scientist**

- Bachelor's degree in sociology/social science/Human and social science or similar disciplines.
- Minimum five year experience in Socio-economic survey/Impact assessment of forestry or environment related project on status of society/other similar work.

#### **4. Forestry/Environment Expert**

- Master degree in Forestry/Science/Environment streams.
- Minimum Five year experience in natural resource management/forest management/wildlife management.

#### **5. Field Evaluators**

- Graduate in Forestry/Science/Environment streams.
- Have minimum experience of five year in forestry related field evaluation.



#### 14. Criteria of Technical Bid :

S.No.	Evaluation Criteria	Scoring Methodology	Maximum Marks
<b>1</b>	<b>Firms Experience (Last five year)</b>		<b>50</b>
1.1	Experience in Evaluation/Impact Assessment/related aspects of Forestry/Environment/Climate Change Projects at National and State Levels with fees of Rs. 10 Lakhs and above.	For each project = 05 marks. Subject to maximum of 30 marks.	30
1.2	Experience in monitoring and evaluation of works carried out by CAMPA/Forest Department at State level.	For each project = 05 marks. Subject to maximum of 10 marks.	10
1.3	Experience of working with evaluation projects involving GIS, remote sensing and other modern evaluation tools	For each project = 2.5 marks. Subject to maximum of 10 marks.	10
<b>2</b>	<b>Team Members</b>		<b>30</b>
2.1	Team Leader	5 marks for required experience; and 1 mark for every additional year of experience. Subject to maximum of 10 marks.	10
2.2	Statistical Expert (1)	3 marks for required experience; and 1 mark for every additional year of experience. Subject to maximum of 5 marks.	5
2.3	Social Scientist (1)	3 marks for required experience; and 1 mark for every additional year of experience. Subject to maximum of 5 marks.	05
2.4	Forest/Environment Expert (5)	5 marks for required experience; of 5 experts (1 marks each) and 1 mark for every additional year of experience for each expert. Subject to maximum of 10 marks.	10
<b>3</b>	<b>Approach and Methodology</b>		<b>20</b>
3.1	Description of technical approach and methodology.	Understanding of the project, based on the description of approach and methodology. Methodology should cover work programme and planning and activities for completion of the assignment.	15
3.2	Does the organization have an <b>office</b> in Madhya Pradesh ? Description : The agency will be allotted 5 points if ticked 'yes'.		5

Based on the above scoring scheme, the total points scored by the bidder out of a maximum of 100 points will be calculated.

## 15. Financial Proposal

- a. The third party will submit the information in prescribed format (Section 5, Form 4).
- b. All rates will be quoted in Indian Rupees.
- c. The financial proposal should be clearly mentioned for individual working group separately.
- d. The financial proposal should be inclusive of all types of costs / taxes/ levies/ fees/ payments that are to be made by the bidder in pursuance of the assignment undertaken under the contract obligation of this RFP.
- e. The financial figures are to be quoted in round figure of “hundred Rupees”.
- f. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in words will be considered as final and would prevail.
- g. In case of ambiguity on financial proposal being quoted in words, the proposal is liable to be rejected. The bidder should exercise due caution while preparing financial proposals.

## 16. Proposal Opening

The following process would be adopted for opening of various proposals received in pursuance of this RFP:

- a. Firstly, the ‘Pre-qualification criteria for third party’ and technical Bid would be opened online on the **M.P. e-procurement site: <https://mptenders.gov.in>** by committee on scheduled date. The designated committee will evaluate the ‘Pre-qualification criteria’ in due course of time.
- b. The Bidders who qualify on the basis of Evaluation of ‘Pre-qualification criteria’ will be considered for online opening of Technical Proposals. The Technical Proposals will be opened online by designated committee on predecided date. The designated committee will evaluate the Technical Proposals in due course of time.
- c. Financial Proposals will be opened online by the designated committee only for those Bidders who qualify on the basis of evaluation of their Technical Proposals. The Financial Proposals will be opened on the predecided date in the presence of those Bidders or their authorized representatives who choose to be present. The designated committee will evaluate the financial proposals in due course of time.

## 17. Evaluation of Proposals - Formation of Committees

The CEO (CAMPA) will form a Technical Evaluation Committee to evaluate the ‘Pre-qualification criteria for third party’ and Technical proposals. The Technical Evaluation Committee would be headed by the CEO (CAMPA) and would have three more officers, not below the rank of DCFs as its members.

During evaluation of Pre-qualification Proposals and Technical proposals, Technical Evaluation Committee, may, at its discretion, ask the Bidders for clarification of their Proposals. However, such clarification would not affect any change in the substance of the proposal.

The process and criteria to evaluate proposals is given below:-

### 17.1 Evaluation of Pre-qualification criteria for third party

*Preliminary Scrutiny and Pre-Qualification:* Preliminary scrutiny of the Proposals for eligibility will be done to determine that

- a) The Proposals are complete, are generally in order and conform to the basic requirements of the RFP.
- b) Documents have been properly signed.
- c) computational errors have not been made.

Proposals not conforming to such preliminary requirements will be prima facie rejected.

Conformance to Pre-qualification criteria: Proposals will be checked for conformance to the Pre-qualification criteria stated in the RFP. Data provided in the format will be cross-verified with attached documents, wherever attached as laid down in the RFP. Non-conforming Proposals will be rejected. Following table must be used to decide eligibility of third party for further evaluation of proposal:-

Criteria	Norms
<p>1. The third party is registered under either of the following Acts:</p> <ol style="list-style-type: none"> <li>Societies Registration Act, 1860, or respective State Act</li> <li>Indian Trusts Act, 1882, or respective State Act</li> <li>Companies Act, 2013</li> <li>University incorporated under State or Central Act</li> <li>Or any other relevant Act</li> </ol> <p>Additionally, autonomous bodies under central or state government, and UN organizations, are also eligible to apply for this RFP.</p>	<p><b>Verify following documents-</b></p> <ul style="list-style-type: none"> <li>-Certificate of incorporation</li> <li>-Registration Certificate</li> <li>-GST Registration</li> <li>-PAN Number of the Agency</li> </ul> <p>Cross-verify from attached copy of registration certificate.</p> <p>The third party must be registered under any of the first six categories. If ticked 'Unregistered' the form must be rejected.</p>
<p>2. The third party was registered at least three years before applying for this RFP.</p>	<p>Cross-check from registration certificate submitted above. The third party must be registered at least three years back.</p>
<p>3. The applicant should deposit, as part of its proposal, an Earnest Money Deposit (EMD) of Rs. 1.00 Lakh online.</p>	<p>-Check Online Receipt. (Under Provision of M.P. Store Purchase and Service Procurement Rule 2015 revised 2022).</p>
<p>4. The third party has minimum annual turnover of atleast Rs. 30 lakhs as an average of the last three financial years.</p> <p>The third party submits photo copies of first page of pass book of bank account held in name of the organization, and bank account statement of previous full month, i.e. 1<sup>st</sup> to 31<sup>st</sup> of previous month.</p>	<p>Turn over Certificate issued by Chartered Accountant.</p> <p>If not provided, reject the form. Additionally, cross-check name of organization from pass book. If mis-match in the name provided, the form must be rejected.</p>
<p>5. Audited accounts for the last three years.</p>	<p>Cross-check data provided from audit report. If mis-match in data provided in the preceding year, the form must be rejected.</p>
<p>6. An undertaking that the third party is <b>not</b> blacklisted or placed under funding restriction by any ministry/ department of Government of India/State Government.</p>	<p>If no, accept the form</p>
<p>7. An undertaking that the third party has <b>not</b> defaulted either in works or in financial progress in any of its works with any Government agency in the last ten years or since inception, whichever is less.</p>	<p>If no, accept the form</p>
<p>8. An undertaking that the CEO / Director / Members of the top management committee have <b>not</b> been convicted in any criminal case in any court of India.</p>	<p>If no, accept the form</p>
<p>9. An undertaking that the agency or their employees have no association with Madhya Pradesh CAMPA State Authority.</p>	<p>If no, accept the form</p>
<p>10. The applicant agency shall have experience of third party evaluation/consultancy services in State/Central Government projects related to afforestation, wildlife etc. during the last five years.</p>	<p>Verified with the documents.</p>
<p>11. The team Should have required number of experts as specified in point no.13 <b>Human Resource Requirement.</b></p>	<p>Verified with the details provided.</p>

## 17.2 Evaluation of Technical Proposal

Technical Proposals will be opened only for those Bidders who qualify in the preliminary scrutiny.

Technical proposals of shortlisted bidders would be evaluated and scored on the basis of information provided and documents attached along with the bid. The Technical bid will follow points-based evaluation whereby the third party will score on a 100- point scale as mentioned in **point no.14**

Based on the scores obtained by the bidder in the technical bid, **the bidder with a score of 60 points and above only will be eligible for financial bid.**

## 17.3. Evaluation of Financial Proposal

Evaluation of the financial proposals submitted by bidders will be done only for those Technical proposal who have technically qualified.

## 18. Final Selection of Best fit Bidder

The financial evaluation will be performed on the basis of Cost Based System whereby the financial proposal with the lowest amount shall be selected for the purpose.

In case, if Two or more bidders quoted same amount the best fit Bidder selected on the basis following criteria:-

- a. The bidder with highest Technical score shall be assigned the status of best fit Bidder.
- b. If there is still more than one bidder with the same Technical score and same Financial quote then the bidder with higher average annual turnover figure for last three (03) years shall be assigned the status of best fit Bidder.
- c. If there is still more than one bidder with the same Technical score and same Financial quote & same average annual turnover then the bidder with highest number of professionals/officials in last three (03) years shall be assigned the status of best fit Bidder (in such case CEO, CAMPA (State Authority) may ask for documentary evidences separately.

## 19. Payment

Payment shall be strictly on the basis of performance of third party against the task assigned. Suitable time bound milestones would be developed for this purpose. The total payment will be made in four installments, and each installment will be paid after completion of work as per following schedule-

Task	Time-line	Payment Schedule
Work Plan	Within 15 days of contract signing.	-
Inception Report	Within 1 months of contract signing	3% of total amount within 30 days of receipt of inception report.
Interim Report	10 th of the each months upto 9 months.	17% of total amount at the end of 4th month on receipt of interim reports of all previous month.
		20% of total amount at the end of 9th month on receipt of interim reports of all previous month.
Draft Report	Within 10 months of contract signing.	20% of total amount within 30 days of receipt of Draft report.
Final Report	Within 12 months of contract signing.	40% of total amount within 30 days of receipt of Final report.

Third party is required to submit monthly reports (physical and financial) to the CEO (CAMPA) by 10<sup>th</sup> of every next month. In case 10<sup>th</sup> is a holiday, the report must be submitted on next working day. The agency shall make presentation of the work carried out and periodic reports to CEO (CAMPA) on the dates fixed by CEO.

All payments shall be made in Indian Rupees only.

## **20. Right to Accept / Reject Proposal**

Competent authority reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability.

## **21. Award of Contract**

On receiving concurrence and acceptance of proposal for awarding the contract, CEO (CAMPA) will notify the successful bidder in writing of the acceptance of their proposal with a request to formally enter into an agreement with the State CAMPA by signing of a Contract. A copy of the proposed contract may also be sent to the concerned third party along with the letter of acceptance. The successful bidder shall produce Performance Bank Guarantee/Security Deposit amount equivalent to 3% of successful bid amount in the name of 'PCCF & CEO (CAMPA)' with validity up to one year from the date of signing the date of agreement. CEO, CAMPA on behalf of State CAMPA, will sign the contract as per the agreed format. After signing of the contract, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

## **22. Confidentiality**

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Proposal. Except with the prior written consent of the CEO (CAMPA), the Bidder and the personnel shall not at any time communicate to any person or entity any confidential information acquired during the course of the Contract.

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## **SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. Application**

These general conditions shall apply to the extent that provisions in other parts of the RFP/contract do not supersede them. For interpretation of any clause in the RFP or contract, the interpretation of the CEO (CAMPA) shall be final and binding on the Bidders.

### **2. Relationship between the Parties**

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the State CAMPA and 'bidder'. The bidder subject to this contract for Hiring of Services has complete charge of personnel and sub-Bidder, if any, performing the services under the Project. The Bidders shall be fully responsible for the services performed by them or on their behalf hereunder as also for any liabilities arising out of their performance of services under this assignment.

### **3. Standards of Performance**

The Bidder shall perform the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Bidder shall always act in respect of any matter relating to this contract as faithful advisor to State CAMPA. The Bidder shall always support and safeguard the legitimate interests of State CAMPA, in any dealings with an organization. The Bidder shall abide by all the provisions / Acts / Rules etc. prevalent in the country. The Bidder shall conform to the standards laid down in this RFP in totality.

### **4. Delivery and Documents**

As per the time schedule agreed between the Parties for the work given to the hired Bidders from time to time, the Bidder shall submit all the deliverables on due date as per the delivery schedule in prescribed format. The Bidder shall not without the prior written consent of CEO (CAMPA) disclose the Contract, drawings, specifications, plan, pattern, samples, etc. to any person other than an entity employed by State CAMPA for the performance of the contract. In case of termination of the Contract all the documents used by Bidder in the execution of project shall become property of the State CAMPA.

### **5. Change Orders**

CEO (CAMPA) may, at any time, before completion of work under the contract awarded to hired Bidders, change the work content by increasing / reducing the quantities of the services as mentioned in the Contract Agreement for execution of the Project, without creating any liabilities for compensation on any grounds, whatsoever due to this change. In such a case, the Bidder will have to perform the service in the increased / decreased quantity at the same contract rates within the time stipulated for providing services.

### **6. Bidder Personnel**

The Bidder shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specific project assigned by State CAMPA and as has been stipulated in the RFP. The Bidder shall not change personnel as indicated by them in their Proposal / Agreement without the permission of the CEO (CAMPA). In case of emergent and unavoidable circumstances, the replacement provided by the bidder should be equally competent and eligible as the outgoing personnel.

### **7. Applicable Law**

Applicable Law means the laws and any other instruments having the force of law in the State of Madhya Pradesh as they may be issued and be in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Madhya Pradesh.

## **8. Intellectual Property Rights**

No services covered under the Contract shall be sold or disposed by the Bidder in violation of any right whatsoever of any third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Bidder shall indemnify the State CAMPA from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Bidder, State CAMPA shall be defended in the defense of any proceedings which may be brought in that connection. Similarly, the Bidder shall not violate any Intellectual Property Right (IPR), patent, trademark or any other such right of any third party during the performance of this assignment. The Bidder shall indemnify the State CAMPA from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Bidder, State CAMPA shall be defended in the defense of any proceedings which may be brought in that connection. The IPRs related to this assignment will be held by the State CAMPA.

## **9. Governing Language**

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation.

## **10. Sub Contracts**

The Bidder shall take prior permission of the State CAMPA in writing for all sub contracts awarded for execution of the Project, if not already specified in the Proposal. Such notification in his original Proposal or later, shall not relieve the Bidder from any liability or obligation under the Contract.

## **11. Assignments**

The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the prior written consent of CEO (CAMPA). Such consent shall, however, not relieve the Bidder from any liability or obligation under the Contract.

## **12. Effectiveness, period and expiration of Contract**

The contract shall come into force and effect on the date of CEO (CAMPA)'s notice to the third party instructing the third party to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the RFP and contract have been met. The period of contract will be determined in the contract. Unless terminated earlier, the contract shall expire on the date specified in the contract.

## **13. Performance Assessment**

If during execution of the assignment, following problems are found, then a penalty of 1% of the Contract value for each fortnight delay in deliverables (subject to maximum of 10%) may be imposed by State CAMPA after providing opportunity to the selected third party to present its case:

- i. Quality of deliverable is not up to the mark (till the quality is improved to the required extent)
- ii. Delays in deliverables
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet the clients requirements
- vi. Inadequate interaction with the client department.
- vii. The work is either not complete or not completed satisfactorily within four months.

If the delay is beyond 8 weeks or reports are not in prescribed format or not satisfactory then the Competent Authority may terminate the agreement and shall be free to get it done from other third party at the risk and costs of the hired third party. State CAMPA may blacklist the concerned third party and debar the third party for applying for its future assignments also.

The CEO (CAMPA) would create suitable mechanism for evaluation of the work of the third party and assess the progress and achievement of third party against the deliverables specified in the RFP of the assignment.

## **14. Liquidated Damages**

If any of the services performed by the Bidder fail to conform to the specifications of the assignment or in the event of the failure of the assignment due to indifferent, non supportive attitude of the Bidder and State CAMPA decides to abort the agreement because of such failure, then a sum up to 20% of the value of the agreement shall be recovered as liquidated damages from the Bidder. Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this RFP to State CAMPA.

## **15. Suspension**

Competent Authority may by written notice to Bidder, suspend all payments to the Bidder hereunder if the Bidder fails to perform any of its obligations under this assignment including the carrying out of the services, provided that such notice of suspension-

- a. Shall specify the nature of failure.
- b. Shall request the Bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the Bidder of such notice of failure.

## **16. Termination**

Under this agreement, State CAMPA may, by written notice terminate the services of the Bidder in the following ways -

- a. Termination by Default for failing to perform obligations under the agreement or if the quality is not up to the specification or in the event of non adherence to time schedule.
- b. Termination for Convenience in whole or in part thereof, at any time.
- c. Termination for Insolvency if the Bidder becomes bankrupt or otherwise insolvent.

In all the three cases termination shall be executed by giving written notice to the Bidder. No consequential damages shall be payable to the Bidder in the event of such termination.

## **17. Force Majeure**

Notwithstanding anything contained in the RFP, the Bidder shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the Competent authority, regarding Force Majeure shall be final and binding on the Bidder. If a Force Majeure situation arises, the Bidder shall promptly notify the CEO (CAMPA) in writing, of such conditions and the cause thereof. Unless otherwise directed by the CEO (CAMPA) in writing, the Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance which are not prevented by the Force Majeure event.

## **18. Resolution of Disputes**

If any dispute arises between parties, then the matter will be referred to PCCF & CEO, (CAMPA), who will then, based on the versions of both the parties resolve the dispute. The decision of the PCCF & CEO, (CAMPA) shall be final and binding.

## **19. Taxes and Duties**

The Bidder shall fully familiarize themselves about the applicable domestic taxes (such as VAT, Sales Tax, Service Tax, Income Tax, duties, fees, levies etc.) on contract amount payable by State CAMPA under the agreement. The Bidder, sub Bidder and personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.



## **20. Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the Courts in Bhopal.

## **21. Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Agreement or specific conditions mentioned in the RFP are met with regard to delivery of such notice, request or consent.

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## SECTION IV: SCOPE OF WORK (SOW)

### 1. Background

This section deals with the scope of work for Hiring of Services of third party to evaluate and monitor CAMPA works in selected areas of Madhya Pradesh, as specified in Schedule-I of this RFP.

### 2. About the Project

Under CAMPA, large-scale activities have been taken up to accelerate preservation of natural forests, management of wildlife, infrastructure development, Soil & Water Conservation etc. in the sector and other allied works. As Madhya Pradesh State Forest Department is implementing CAMPA activities, there is now a felt need to technically evaluate these ongoing efforts, and plan for the future. Also, the CAF Rules 2018 stipulate that an evaluation protocol/ methodology of the works implemented has to be evolved and implemented to ensure effective and proper utilization of funds for which funds are also earmarked.

### 3. Goal

To select reputed and qualified third parties to evaluate CAMPA works undertaken by State CAMPA, Madhya Pradesh.

### 4. Role of Third Party

The associated hired third party would be expected to evaluate CAMPA works executed by State CAMPA. For evaluation purpose, the sampling of CAMPA works will be 50% for plantation works and 20% for other component of work (i.e. soil conservation works, infrastructure works etc.) in each forest division for each year and 100% enumeration shall be carried out in the selected unit.

The specific roles of the third party are the following:

1. Collect data required from concerned Range Office, DCF, CF and CCF office, or any other forest department office as per requirement of evaluation format.
2. Visit all concerned forest areas as per RFP to physically verify and record CAMPA works in prescribed evaluation format. **(As per Schedule-3)** The sampling of CAMPA works will be 50% for plantation works and 20% for other component of work (i.e. soil conservation works, infrastructure works etc.) in each forest division for each year. The basic unit for evaluation is division. The list of works/activities to be evaluated shall be provided by CEO (CAMPA). **(As per Schedule-1)**
3. Use suitable instruments like GPS, measuring tape, etc. to physically verify CAMPA works.
4. Visit concerned forest / revenue villages and conduct focus group discussions (FGDs) as per methodology prescribed in the evaluation format.
5. Interview concerned officials, like JFMC members, range officer, DCF, CF and CCF, or as per the needs of the project.
6. Prepare and submit monthly report (financial and performance)
7. Prepare a comprehensive report **(As per Schedule-3)** after analyzing the data, along with relevant photographs, **for every forest division** based on physical verification and FGDs so that meaningful inferences can be drawn about the quality and quantity of the executed works. A presentation is to be made as and when required before the CEO (CAMPA), particularly before submitting final report. Partial report for any forest division will not be accepted.
8. At least three photographs from different angles / views per site should be included in the draft report and also submitted in a Compact Disc (CD)/Pen drive.

9. Incorporate and revise the report based on comments received on draft report.
10. Complete all activities in the assignment within the time period as per MoU.
11. Ten copies of preliminary report and 10 copies of final report should be made available to PCCF & CEO, (CAMPA).

## 5. Deliverables

The assignment has to be completed in a time bound manner. The agency will submit periodic Report(s) and submit all deliverable(s) to PCCF and Chief Executive Officer CAMPA, Madhya Pradesh in following manner:-

- (i) Submission of Work Plan which should include timeline for all the deliverables: within 15 days of signing the contract.
- (ii) Inception Report : The Agency shall provide an Inception Report to clearly describe their methodology, formats/questionnaires to be used, benchmarks/milestones and schedule of activities at the start of assignment; within 1 months of signing the contract.
- (iii) Interim Reports: On approval and acceptance of the Inception Report, the agency shall initiate project review to monitor & evaluate various activities funded by Madhya Pradesh CAMPA. Inception Report shall be submitted on monthly basis as shown in the Work Schedule. Each field visit Report; covering the above aspects and any other relevant aspects; must be submitted within 09 month of completion of the visit.
- (iv) Draft Reports: On the basis of measured, quantified any verified Works on each component the Agency shall submit a consolidated Report (Volume-1) on overall Progress of Works undertaken by Madhya Pradesh CAMPA and provide a Report Card alongwith Executive Summary and common Suggestive/Gap filling measures. This shall be submitted within in 10 months of contract signing.

In addition, Division wise and Land transfer case wise First draft Reports (Volume-II) on all Work Components undertaken by Madhya Pradesh CAMPA (analyzing the full sample) shall be submitted along with suggestions, if any for improving interventions for fulfilling CAMPA objectives; within 10 months of signing the contract.

- (v) Final Report: On acceptance of satisfactory Draft Reports of evaluation work. A compiled Final Report should be submitted within 12 months of contract signing.

The entire Work Schedule is given below :

<b>Task</b>	<b>Time-line</b>
Work Plan	Within 15 days of contract signing.
Inception Report	Within 1 months of contract signing
Interim Report	10 th of the each months within 9 months.
Draft Report	Within 10 months of contract signing.
Final Report	Within 12 months of contract signing.

## 6. Role of State CAMPA

State CAMPA intends to play the following role in relation to the hiring of reputed and qualified third parties to monitor and evaluate CAMPA works:

1. State CAMPA will provide the necessary support to hired Bidder in terms of providing information, plantation journals, maps, measurement books, discussing prescriptions and all relevant records pertaining to the CAMPA works. The travel and field support of personnel will not be provided by State CAMPA.
2. State CAMPA will monitor the work of the bidders and suggest changes and mid-course corrections, if required.
3. State CAMPA may verify the data collected by the bidder. For this purpose, it may specify a particular methodology for data collection and locating sample points.

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## **SECTION V: SAMPLE FORMATS**

State CAMPA invites the Proposals from Bidders for evaluation of CAMPA activities, as listed in preceding sections. The Hiring of third parties would be done by examining the pre-qualification proposal and Technical Proposals before opening the Financial Proposal. There would be three categories for submission of Formats:

- a. Pre-qualification Formats.
- b. Technical Proposal Formats.
- c. Financial Proposal Formats.

The following are the standard response formats to be used by the Bidders:

<b>Sr. No.</b>	<b>Form No.</b>	<b>Detail</b>
1.	Form 1	Covering Letter for Hiring of services of third party
2.	Form 2	Pre-qualification criteria.
3.	Form 3	Technical Bid
4.	Form 4	Financial Bid

**FORM 1 - Covering Letter for Hiring of Services of third party**

*(on Bidder's letterhead)*

Date: Proposal Reference No.

To,

CEO (CAMPA)

.....  
.....

**Sub: Proposal for 'Hiring of Third Party – CAMPA Evaluation'**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a Proposal for 'Hiring of Third Party – CAMPA Evaluation', in full conformity with the said RFP.
2. We / I have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this Proposal, consisting of this letter, the pre-qualification, Technical and Financial Proposal, the duly notarized written power of attorney (if applicable), and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. Until the formal final contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We / I hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We / I understand you are not bound to accept any proposal you receive.
7. We / I confirm that our authorized representative has signed all pages of this RFP as acceptance of all conditions of RFP. All documents attached by us in our Proposals have also been signed by our authorized representative as an attestation of their authenticity. The Financial proposal has been prepared separately as desired and duly signed.
8. The Letter of Authorization (if applicable) is also attached herewith.
9. We / I undertake to engage eligible experts/ resource persons as mentioned in the proposal.

Dated this *[date / month / year]*

Authorized Signatory (in full and initials):

Name and designation of signatory:

Duly authorized to sign this Proposal for and on behalf of *[name of bidder]*

Name and Address of Third party:

## FORM 2 - Pre-qualification Criteria

### Basic Information

Full name of organization \_\_\_\_\_

Address of organization Head Quarter \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of organization office in M.P. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorised Contact Person \_\_\_\_\_

Address and mobile no. \_\_\_\_\_

\_\_\_\_\_

Telephone Nos. \_\_\_\_\_

Fax no. \_\_\_\_\_

Email \_\_\_\_\_

### Pre-qualification Criteria

Third parties applying under this RFP must fulfill the following Pre-qualification criteria:-

Criteria	Documents Required
<p>1. The third party is registered under either of the following Acts:</p> <p>a. Societies Registration Act, 1860, or respective State Act</p> <p>b. Indian Trusts Act, 1882, or respective State Act</p> <p>c. Companies Act, 2013</p> <p>d. University incorporated under State or Central Act</p> <p>e. Or any other relevant Act</p> <p>Additionally, autonomous bodies under central or state government, and UN organizations, are also eligible to apply for this RFP.</p>	<p>-Certificate of incorporation</p> <p>-Registration Certificate</p> <p>-GST Registration</p> <p>-PAN Number of the Agency</p> <p><b>Attach above document.</b></p>
<p>2. The third party was registered at least three years before applying for this RFP.</p>	<p>-Registration Certificate</p> <p><b>Attach above document.</b></p>
<p>3. The applicant should deposit, as part of its proposal, an Earnest Money Deposit (EMD) of Rs. 1.00 Lakh online.</p>	<p>-Online Receipt. Or Relevant certificate for Exemption as per M.P. Store purchase rules.</p>
<p>4. The third party has minimum annual turnover of atleast Rs. 30 lakhs as an average of the last three financial years.</p> <p>The third party submits photo copies of first page of pass book of bank account held in name of the organization, and bank account statement of previous full month, i.e. 1<sup>st</sup> to 31<sup>st</sup> of previous month.</p>	<p>Turn over Certificate issued by Chartered Accountant.</p> <p>Copy of first page of passbook of bank account held in organization's name</p> <p><b>Attach above document.</b></p>

5. Audited accounts for the last three years.	Copy of Audited Accounts. <b>Attach above document.</b>
6. An undertaking that the third party is <b>not</b> blacklisted or placed under funding restriction by any ministry/ department of Government of India/State Government.	Undertaking by Agency. <b>Attach Undertaking.</b>
7. An undertaking that the third party has <b>not</b> defaulted either in works or in financial progress in any of its works with any Government agency in the last ten years or since inception, whichever is less.	Undertaking by Agency. <b>Attach Undertaking.</b>
8. An undertaking that the CEO / Director / Members of the top management committee have <b>not</b> been convicted in any criminal case in any court of India.	Undertaking by Agency. <b>Attach Undertaking.</b>
9. An undertaking that the agency or their employees have no association with Madhya Pradesh CAMPA State Authority.	Undertaking by Agency. <b>Attach Undertaking.</b>
10. The applicant agency shall have experience of third party evaluation/consultancy services in State/Central Government projects related to afforestation, wildlife etc. during the last five years.	Proof of engagement such as MoU/Work Order/Engagement Letter/LoA/Completion certificate, Project report etc. <b>Attach above document and give information as per format below</b>
11. The team Should have required number of experts as specified in point no.13 <b>Human Resource Requirement.</b>	<b>Details of team members are to be provided as per format below</b>

#### A- Details of the Project

SL No	Name of Project	Start Date/ Completion Date:	Eligible Assignment Name & Brief Description of Deliverables	Name of Employer/Client, Address&Contact No	Approximate value of the project evaluated in INR	Detail Description of actual Service Provided by the Agency	Name of the Senior Staff (Project Coordinator/Team Leader involved and function Performed)
1							
2							
3							
4							
5							
6							
7							



**B.-Details of the professionals Engaged by the Firm to be furnished as per the format given**

(As per pre Qualification Criteria 17.1)

SI No	Name of Employee of Firm	Qualification	Disignation	Contact No
1				
2				
3				
4				

**C- CV OF KEY PERSONNEL**

(i) Summary of Key Positions

SL No	Position	Name of the Expert	Qualification	Year of Relevant Experience (as required for Key Personnel) in years	Details of Eligible Projects
1	Evaluation expert cum team leader				
2	Statistics Expert				
3	GIS Expert				
4	Forest/Environment expert				

(ii). CV of Key Position

1	Proposed Position			
2	Name of Firm			
3	Name of Staff			
4	Date of Birth			
5	Nationality			
6	Education	Degree	Institution	Year
7	Reference	Name Designation	Contact No: Address :	

8	Other Training & Publications				
10	Language		Speak	Write	Read
11	Employment Record				
	Name of the Client	Sector	Position Held	Key Role	Major Responsibility
i					
ii					
iii					
13	Employment Record justifies the task to be performed in this assignment	From : To			Position Held
	Employer Name & Address with Contact No				
	Detail task assigned as per TOR				
	Details of Projects Handled (to be provided for all the eligible projects)	Project Duration-Start Date: End Date: Name of Client Involved: Contact No & Address: Scope of Work of the proposed expert involved in the project: Does the Project involve Forestry activities:			

(Signature and name of the Key Personnel and authorised signatory of the Bidder)

Notes:

Use separate form for each Key Personnel

CV shall be signed and dated by both the Personnel concerned and by the Authorised Representative of the Bidder firm along with the seal of the firm.

Signature .....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

Date .....

Place .....

### Form - 3 Technical Bid

S.No.	Evaluation Criteria	Document/Proof Required
<b>1</b>	<b>Firms Experience (Last five year)</b>	
1.1	Experience in Evaluation/Impact Assessment of Forestry/Environment/Climate Change Projects at National and State Levels with fees of Rs. 10 Lakhs and above.	Detail of projects Project period Work order Completion certificate Achievement if any
1.2	Experience in monitoring and evaluation of works carried out by CAMPA/Forest Department at State level.	Detail of projects Project period Work order Completion certificate Achievement if any
1.3	Experience of working with evaluation projects involving GIS, remote sensing and other modern evaluation tools	Detail of projects Project period Work order Completion certificate Achievement if any
<b>2</b>	<b>Team Members</b>	
2.1	Team Leader	Self attested CV
2.2	Statistical Expert (1)	Self attested CV
2.3	Social Scientist (1)	Self attested CV
2.4	Forest/Environment Expert (5)	Self attested CV
<b>3</b>	<b>Approach and Methodology</b>	
3.1	Description of technical approach and methodology and Presentation	Attach copy of methodology and <b>Presentation as per instruction below</b>
3.2	Does the organization have an <b>office</b> in Madhya Pradesh ?	If Yes, attach relevant proof like electricity bill, lease agreement, etc.

**Approach and Methodology** :- The bid for services must present the methodological approach and the programme of work in such a way that their suitability in regard to the terms of reference can be assessed and they can be compared with other qualified bids. This includes a statement of the work organization planned and the logistics. The text should state clearly how the task is proposed to be undertaken and the deployment schedule of staff. In case the key staff is to be supported by additional staff, field enumerators the same shall be reflected in the approach and methodology. The work plan and manning schedule shall be provided in the form of bar chart. It must be supplemented with diagrams, tables and in case of complex work, appropriate graphics.

The approach and methodology to be covered under the following heads:

- Understanding of the scope of work
- Proposed methodology for undertaking the assignment.
- Deployment of staff and logistics
- Technical approach
- Work Plan

Signature .....

Date .....

In the capacity of .....

Place .....

Duly authorized to sign Proposal for and on behalf of .....

FORM 4 – Financial Bid

**Instructions (read carefully):**

1. The Bidders are required to submit their ‘Financial bids’ in the following format only.
2. The financial bid should be in Rupees chargeable per tender for carrying out all the activities as defined in the scope of work and other parts of the RFP.
3. The Financial bid should be inclusive of the cost incurred on successfully and effectively conducting of any activity and material involved in the activity. State CAMPA will not bear any cost incurred over and above the amount mentioned in the financial bid.
4. Cost incurred by the bidder on his overheads and related expenditure would be deemed to have been included in the Financial bid.
5. The Financial bid should be one figure inclusive of all applicable taxes, The State CAMPA will not be responsible for any liabilities related to this assignment of any nature except for payment of the figure quoted herein (after deductions of applicable taxes as per prevailing Rules and Regulations & any penalties, etc.) if the bidder’s proposal is accepted.
6. State CAMPA has assessed the total number of works in each group of **Schedule-1** as follows:  
 Group 01 - Include- Plantation and other works in Bhopal, Betul, Sagar, Hoshangabad Forest Circle  
 Group 04 - Include- Plantation and other works in Jabalpur, Shadol, Rewa Forest Circle
7. The bidders should assess the total quantum of work as per **Schedule-1** and quote the amount for individual group separately. Third Party will carry out monitoring & evaluation of 50% and 20% of the various activities (Shown in Schedule-1) which will be determined by the Competent Authority.

Group	Amount in Figures (Rs.)	Amount in Words (Rs.)
Group 01		
Group 04		

**The Bid Amount is inclusive of all taxes, other liabilities and payments that may arise from time to time.**

The Bidder undertakes to claim no more than this amount as charges for providing services as listed out in this RFP.

Signature .....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

Date .....

Place .....

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**Schedule1 – Descriptions of works to evaluate**

**Annexure - 1 (Group-1)**

**Annexure - 4 (Group-4)**

## Schedule- 2

### Evaluation Procedure & Reporting Formats

#### **1. Short description of CAMPA works in Division-**

The Forest Division is the basic unit for evaluation of CAMPA works.  
Give short description of all CAMPA works carried out in particular Division.

#### **2. Selection of site for evaluation-**

The sampling intensity for evaluation will be 50% for plantation works and 20% for other component of work (i.e. soil conservation works, infrasturcture works etc.) in each forest division for each year as per **Schedule-1**. Plantation Site/Work will be randomly selected, activity and year wise from **Schedule-1** according to sampling intensity for evaluation and give information in following format and 100% enumeration shall be carried out in the selected unit.

S. No.	Year	Name of activity	Description of site/work selected for evaluation			
			Name of range	Beat/Compt.no./village name	Area (ha./no.	Year of Plantation/Year of Completion of work
1	2020-21	<b>A. Plantation work*-</b> <b>1. CA-</b> (i) Current year plantation. (ii) 5th year plantation. (iii) 9th year plantation. <b>2. NPV-</b> (i) Current year plantation. (ii) 5th year plantation.  <b>B. Infrastructure development work-</b> Building/Road/Rapta/Talab/Stop dam etc. <b>C. Catchment area treatment -</b> <b>D. Wildlife habitat Improvement-</b> <b>E. Forest Protection-</b> (i) Fire Protection- (ii) Boundary Pillers- <b>F. Nursery upgradation-</b> <b>G. Forest production depot upgradation work-</b> <b>H. Equipment and Tools-</b> <b>I. Entry point activities-</b> <b>J. Publicity and Awareness (Anubhuti)-</b> <b>K. Relocation of Villages from protected areas-</b>				
2	2021-22					
3	2022-23					

**\* In the evaluation of plantation works, the plantation in which plantation was carried out in concerned APO year and previous years plantations which are falling in the Third year of maintenance (Fifth year of plantation) and Seventh year of maintenance (Ninth year of plantation) of the concerned APO year will be evaluated as per prescribed procedure for plantation evaluation.**

### **3. Quantitative Aspects - Physical varification of activites.**

#### **A.- Plantation Works.**

##### **(i) Basic infromation of Plantation site selected for evaluation-**

The following format will be used to provide basic information of plantation site, selected for evaluation.

Name of District/Division	
Name of Forest Range	
Name of Beat/Village	
Compartment No./Khasra No.	
Area (ha.)/Length (m.) recorded	
Actual Area (ha.)/Length (m.) according to PDA/GPS Survey.	
Type of Plantation CA/NPV	
If NPV Plantation Category of Plantation (Fuelwood, RDF, Greening of Barren hills etc.)	
Year of Plantaion	
Number of Plants Planted.	
Name of Species Planted	
Irrigated/Unirrigated	
GPS Reading of Plantation	<b>Lat. - Long. -</b>

##### **(ii) Evaluation of Survival Percentage and condition of plantation-**

50% of Plantation Sites will be randomly selected from each division from each APO year i.e. 2020-21, 2021-22 & 2022-23 which include Location where Plantations were carried out during concerned APO year and also include plantations of previous years, which are under maintenance of their third year (Fifth year of plantations) and Seventh year of maintenance (Ninth year of plantation) of the concerned APO year, in each category (current year, fifth year and ninth year) and 100% enumeration shall be carried out in the selected unit.

In case of Block Plantation for every hectare of plantation, the evaluation needs to be done on a representative plot of 33 m. X 33 m. Each plot needs to be marked on a map of plantation area, which needs to be attached with this sheet. The GPS coordinates of all such (33 m x 33 m) plots also need to be provided.

In case of linear plantation, evaluation of every 10th tree/planted sapling of each row needs to be done for 25% of its length on per running km. basis. Following format will be used for evaluation of survival percentage and condition of plantation.

Plot No.	GPS coordinates of centre of plot	No. of plants planted	Condition of plants		Avg. height of live plants (in cm.)	Avg. collar girth (in cm)
			No. of live plants	No. of dead plants		

**Sample filled format:-**

Plot No.	GPS coordinates of centre of plot	No. of plants planted	Condition of plants		Avg. height of live plants (in cm.)	Avg. collar girth (in cm)
			No. of live plants	No. of dead plants		
1.	23 □ 30' 24.6" N	6	5	1	2	14
-"	-"	4	4	0	2	15
-"	-"	3	2	1	2	20
-"	-"	5	3	2	4	10
2.	23 □ 24' 21.6" N 72 □ 11' 41.9" E	5	5	0	2	12
-"	-"	10	10	0	3	12
-"	-"	2	1	1	2	15
-"	-"	1	0	1	1	22
-"	-"	8	5	3	5	7

**Summary Sheet (to be prepared based on above table)**

Total plots surveyed for the plantation-----

Total No. of plants planted	Total No. of live plants	Total No. of dead Plants	Survival Percentage	Average height of live plants (in cm)	Avg. collar girth (in cm)	Overall Growth Conditions of plants (Good/Poor)

Average survival percentage (combined of all species) based on above table Score:- For survival percentage less than 40%=0 points, 41 to 50%=100 points, 51 to 60%=200 points, 61 to 75%=300 points, 76 to 85% = 400 point, above 85%=500 points.

Above summary sheet is prepared for every selected plantation and Put the average score of all plantations in the box as well as in Final Assessment Sheet.

/500

**(iii) Fencing Work-**

Chain Link Fence/Barbed wire fencing/CPT/CPW				
Chain Link Fence Id/No.	Size (Height X Length) and no. of strand in Measurement Book	Actual Size (Height X Length) and no. of strand in field	% variation (+/-)	Present status of work Effective/In effective

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%= 0 point.

/10

For Effective- 10 points and Ineffective 0 point.

/10

**(iv) Soil and water conservation measures-** If provision of such work is in project then 10% of such works will be evaluated in each selected plantation site as per procedure given below-

Size/Quality of Contour trenches (CT)				
Contour trench Id/No.	Size (Width * Depth * Length) in CM. in Measurement Book	Actual Size (Width * Depth * Length) in CM. in field	% variation (+/-)	Effectiveness of CT (Good/Average/Poor)

Score:- For average variation less than 10%= 10 points, 11 to 20% = 8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50% = 0 point.

/10

No of Contour trenches		
In Measurement Book	In field	% variation (+/-)



Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

Check Dams						
Check dam Id/No.	Size (Width * Depth * Length) in M. in Measurement Book	Quantity of check dam in MB (cum)	Actual Size (Width * Depth * Length) in M. in field	Actual quantity of check dam (cum)	% variation (+/-)	Effectiveness of CT (Good/Average/Poor)

/10

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

Vegetative Barriers				
Vegetative Id/No.	Size (Width * Depth * Length) in Measurement Book	Actual Size (Width * Depth * Length) in field	% variation (+/-)	Effectiveness of CT (Good/Average/Poor)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

Terracing			
Terrace Id/No.	Size (Width * Depth * Length) in Measurement Book	Actual Size (Width * Depth * Length) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

Nala bunds			
Nala bund Id/No.	Size (Width * Depth * Length) in Measurement Book	Actual Size (Width * Depth * Length) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

K.T. Weirs			
K.T. Weirs ID/No.	Size (Width * Depth * Length) in Measurement Book	Actual Size (Width * Depth * Length) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

Percolation Tank			
Percolation Tank Id/No.	Size (Width * Depth * Length) in Measurement Book	Actual Size (Width * Depth * Length) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point.

/10

Well digging			
Well digging Id/No.	Size (II * Diameter <sup>2</sup> /4* Depth) in Measurement Book	Actual Size (II Diameter <sup>2</sup> /4 * Depth) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30% =6 points, 31 to 40%= 4 points, 41 to 50%=2 points, above 50%=0 point. /10

Well deepening			
Well deepening Id/No.	Size (Depth) in Measurement Book	Actual Size ( Depth) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%=0 point. /10

Gully plugging				
Gully plugging Id/No.	Size ( Width * Height * Length) in Measurement Book	Actual Size (Width * Height * Length) in field	% variation (+/-)	Effectiveness of Work (Good/Average/Poor)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%=6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50% = 0 point. /10

Contour bunding					
Contour bund Id/No.	Size (Width * Depth * Length) in Measurement Book	Quantity of Contour bund in MB (cum)	Actual Size (Width * Depth * Length) in field	Actual quantity of Contour bund (cum)	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%=6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50% = 0 point. /10

Farm bunding			
Farm bunding Id/No.	Size ( Width * Height * Length) in Measurement Book	Actual Size (Width * Height * Length) in field	% variation (+/-)

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%=0 point. /10

**Note:- The effectiveness of Soil and Moisture Conservation works evaluation should cover following aspects:-**

- (i) Extent of stabilization of soil erosion.
- (ii) Comparative enhancement of ground water table.
- (iii) Comparative assessment of the Vegetation cover.
- (iv) Status of Regeneration.

**Calculate Total score of related activities mentioned above and mention here as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Soil and Water Conservation Measures'.**

**(v) Status of Protection-**

Criteria	Remark (Excellent/Good/Average/ Poor)
1. Fire Protection	
2. Protection from grazing	
3. Protection from insects/diseases	
4. Roll of watcher in protection	
5. Status of Regenration	

Score:- Assign 10 points for each 'Excellent', 8 points for each 'Good', 6 points for each 'Average' and 2 points for each 'Poor'. /50

Mention the average points for all structures in the box.

**(vi) Status of Irrigation Facility (If plantation is irrigated)-**

Irrigation measure	Present status - (Working/Out of order)

Score:- Assign 10 points for each 'Working, and 0 point for each 'Out of order. /10

**(vii) Maintenance of Register/Records of work-**

	Plantation journals	Project report	Field work Map	Store register	Sign Board
Yes/ No.					

Score:- 10 points for each 'Yes'. /50

**(viii) Monitoring & Evaluation done by MPFD**

S.No.	Date of assessment	Name and Designation	Remark

Score:- 10 points for each assessment carried out on different dates, subject to maximum 40 points. /40

**(ix) Verification of project area.**

Whether the work site registered & correct entries are uploaded online at <http://egreenwatch.nic.in/> and Plantation Monitoring System. /20

(Yes/No)

Score:- 20 points for 'Yes' and 0 point for 'No'. If yes, current status on the portal will be verified.

In verification if all entries are correct then assign 20 Points if incorrect assign 0 Point.

**(x) Financial targets and achievement** /20

Note:- To be filled for all relevant FYs separately and the information will be collected from Range office.

Name of Work	Year	Financial Target	Financial Achievement	%achievement (Actual/Target)X100

Score:- Calculate average score of '% financial achievement', multiply by 3. /50

**(xi) People's involvement in planning and execution of project-**

**Note 1:- To be filled only if JFMC exists in the site.**

Names and designations of the functionaries with whom the evaluator has interacted ?

Name	Division	Range	Designation	Date

**a. Micro planning** (Information to be collected from Range office)

A	B
Micro plan prepared or not ?	Approval of micro plan by Gram Sabha/JFMC/Panchayat
Yes	Yes
No	No
C. Approval of activities (Plantation and Others) by Gram Sabha/JFMC	
Yes	
No	

Score:- 5 point for each 'Yes' in column A, B and C.

/15

**b. JFM meetings** (Information to be collected from JFMC/Range office)

S.No.	No. of general body meetings of JFMCs held in last 12 months	No. of executive body meeting of JFMCs held in last 12 months

Score:- 5 points for each meeting across both the categories, subject to maximum 40 points.

/40

**c. Number of people benefited from project**

Total population of village	No. of people benefited from the project					Percentage of beneficiaries to total population
	SC	ST	OBC	Others	Total	

/100

**Calculate Total score of all related activities mentioned above from point (i) to (xi) and find percentage of score obtained with following formula-**

/1045\*

**Percentage of Score =**  $\frac{\text{Total Score}^*}{\text{Sum of allotted Point}} \times 100$

\* Total Score and sum of allotted Point, consider only for related activities.

- If Percentage of Score**
- > 85 - Excellent
  - 76 to 85 - Good
  - 51 to 75 - Average
  - < 50 - Poor

## **B.- Infrastructure Developments Works.**

**(Building, Road, Rapta, Talab, Stop-dam, Well, etc.)**

### **(i) Basic information of Development Works Selected for Evaluation-**

The following format will be used to provide basic information of works selected for evaluation.

Name of Work/Structure	
Name of Forest Range	
Name of Beat/Village	
Compartment No.	
Measurement of Work (Unit applicable)	
Location of work (GPS Reading)	<b>Lat. -</b> <b>Long. -</b>
Date of initiation of work	
Date of completion of work	
Total sanction amount of work (Rs.)	
Total Expenditure (Rs.)	

### **(ii) Condition of Structure/work-**

<b>Building Works/CC Road/Rapta/Stop dam/talab and others civil works</b> (Office, Residential quarter, Barricade, Forest camp, Pump house, etc.)	
<b>Building Id</b>	-----
Site Location	Excellent/ Good/Average/Poor
Serving the intended purpose	Excellent/ Good/Average/Poor
Structurally sound and free of cracks	Excellent/ Good/Average/Poor
Free of dampness and leakage	Excellent/ Good/Average/Poor
Overall finish and look	Excellent/ Good/Average/Poor
Variation from sanction measurement.	

Score:- Assign 10 points for each 'Excellent', 8 point for each 'Good', 6 point for each 'Average' and 2 point for each 'Poor'.

/50

For average variation less than 05 %.=10 points, 6 to 10% =8 points, 11 to 20%=6 Points above 20%=points.

/10

### **(iii) Maintenance of Register/Records of work-**

	<b>Estimate of Work</b>	<b>Measurement Book</b>	<b>Store register</b>	<b>Sign Board</b>
Yes/No.				

Score:- 10 points for each 'Yes'.

/40

### **(iv) Monitoring & Evaluation done by MPFD**

<b>S.No.</b>	<b>Date of assessment</b>	<b>Name and Designation</b>	<b>Remark</b>

Score:- 10 points for each assessment carried out on different dates, subject to maximum 40 points.

/40

**Calculate Total score of all related activities mentioned above from point (i) to (iv) and find percentage of score obtained with following formula-**

/140\*

$$\text{Percentage of Score} = \frac{\text{Total Score}^*}{\text{Sum of allotted Point}} \times 100$$

\* Total Score and sum of allotted Point, consider only for related activities.

**If Percentage of Score**

- > 85 - Excellent
- 76 to 85 - Good
- 51 to 75 - Average
- < 50 - Poor

### **C.- Catchment Area Treatment Works**

**(i) Basic information of Site Selected for Evaluation-**

The following format will be used to provide basic information of works selected for evaluation.

Name of Work/Structure	
Name of Forest Range	
Name of Beat/Village	
Compartment No.	
Measurement of Work (Unit applicable)	
Location of work (GPS Reading)	<b>Lat. -</b> <b>Long. -</b>
Date of initiation of work	
Date of completion of work	
Total sanction amount of work (Rs.)	
Total Expenditure (Rs.)	

- (ii) In case of Plantation work evaluation done as per given procedure in point-‘A’ .
- (iii) Soil and Water Conservaton Structure- Evaluation done as per given procedure in point-‘A’ (iv).
- (iv) Maintenance of Register/Records of work- as per given procedure in point-‘A’ (vii).
- (v) Monitoring & Evaluation done by MPFD- as per given procedure in point-‘A’ (viii).

**Calculate Total score of all related activities mentioned above from point (i) to (v) and find percentage of score obtained with following formula-**

/140*
-------

**Percentage of Score =**  $\frac{\text{Total Score*}}{\text{Sum of allotted Point}} \times 100$

\* Total Score and sum of allotted Points, consider only for related activities.

**If Percentage of Score**

- > 85 - Excellent
- 76 to 85 - Good
- 51 to 75 - Average
- < 50 - Poor

## D.- Wildlife Habitat Improvement

### (i) Basic information of Site Selected for Evaluation-

The following format will be used to provide basic information of works selected for evaluation.

Name of Work/Structure	
Name of Forest Range	
Name of Beat/Village	
Compartment No.	
Measurement of Work (Unit applicable)	
Location of work (GPS Reading)	<b>Lat. -</b> <b>Long. -</b>
Date of initiation of work	
Date of completion of work	
Total sanction amount of work (Rs.)	
Total Expenditure (Rs.)	

### (ii) Pasture development/Wildlife Habitat Improvement of Grassland

Pasture development/Wildlife Habitat Improvement of Grassland					
Pasture development Id/No.	Area (Width * Length) in Measurement Book	Actual Size (Width * Length) in field	% variation (+/-)	Quality of work Excellent/Good/Average/Poor	Remarks
					Presence or indirect signs-pellet, dung, nests, sighting record of all works done in Wildlife Habitat Improvement

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%= 0 point.

/10

Score:- For Quality of work for Excellent =10 points, Good=8 point, Average=6 point, Poor= 0 point.

/10

### (iii) Fencing Work-

Chain Link Fence/Barbed wire fencing/CPT/CPW				
Chain Link Fence Id/No.	Size (Height X Length) and no. of strand in Measurement Book	Actual Size (Height X Length) and no. of strand in field	% variation (+/-)	Present status of work Effective/In effective

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to =30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%= 0 point.

/10

For Effective- 10 points and Ineffective 0 point.

/10

### (iv) Other Work- Evaluation done as per given procedure for related activities.

**Calculate Total score of all related activities mentioned above from point (i) to (v) and find percentage of score obtained with following formula-**

/40\*

$$\text{Percentage of Score} = \frac{\text{Total Score}^*}{\text{Sum of allotted Point}} \times 100$$

\* Total Score and sum of allotted Points, consider only for related activities.

If Percentage of Score > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average, < 50 - Poor



## E.- Forest Protection

**(i) Fire protection** (20% of all fire lines will be randomly selected from Measurement Books)

Fire line				Quality of Work
Fire line Id	Length * width of fire line in Measurement Book	Actual Length * width of fire line in Measurement Book	% variation (+/-)	Excellent/ Good/Average/ Poor

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%= 0 point.

/10

**Score:- For Quality of work-** For Excellent=10 points, for Good=8 points, for average =6 points, for poor=0 points.

/10

**If Percentage of Score**      > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average,      < 50 - Poor

**(ii) Boundary Pillers (munara)-**

<b>Checked Munara No.</b>	-----
Block Name/Compartment No.	
Serving the intended purpose	Excellent/ Good/Average/Poor
Structurally sound and free of cracks	Excellent/ Good/Average/Poor
Overall finish and look	Excellent/ Good/Average/Poor
Variation from sanction measurement.	
Total No. of munara constructed in concern location.	

Score:- For average variation less than 10%=10 points, 11 to 20%=8 points, 21 to 30%= 6 points, 31 to 40%=4 points, 41 to 50%=2 points, above 50%= 0 point.

/10

Score:- Assign 10 points for each 'Excellent', 8 points for each 'Good', 6 points for each 'Average' and 2 points for each 'Poor'.

/30

**Calculate Total score of all related activities mentioned above from point (i) to (v) and find percentage of score obtained with following formula-**

/40\*

$$\text{Percentage of Score} = \frac{\text{Total Score}^*}{\text{Sum of allotted Point}} \times 100$$

\* Total Score and sum of allotted Points, consider only for related activities.

**If Percentage of Score**      > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average,      < 50 - Poor

## **F.- Nursery Upgradation Works**

### **(i) Infrastructure work.**

Name of Nursery/Name of Social Forestry Circle	
Name of Work/Structure	
Measurement of Work (Unit applicable)	
Location of work (GPS Reading)	<b>Lat. -</b> <b>Long. -</b>
Date of initiation of work	
Date of completion of work	
Total sanction amount of work (Rs.)	
Total Expenditure (Rs.)	
Overall Condition of Work/Structure	Excellent/Good/Average/Poor

**Note:- Civil work will be evaluated as per B.- Infrastructure Developments Work mentioned in this chapter**

### **(ii) Maintenance of nursery journals.**

Categorised in following:-

Excellent/Good/Average/Poor

### **(iii) Species wise seedings raised/maintained.**

### **(iv) Timeliness of different operations due and done.**

Categorised in following:-

Excellent/Good/Average/Poor

### **(v) Overall of condition of plants maintained in the nursery.**

Categorised in following:-

Excellent/Good/Average/Poor

### **G.- Forest Depot Upgradation**

Name of Depot/Name of Division	
Name of Work/Structure	
Measurement of Work (Unit applicable)	
Location of work (GPS Reading)	<b>Lat. -</b> <b>Long. -</b>
Date of initiation of work	
Date of completion of work	
Total sanction amount of work (Rs.)	
Total Expenditure (Rs.)	
Overall Condition of Work/Structure	Excellent/Good/Average/Poor

**Note:- Civil work will be evaluated as per B.- Infrastructure Developments Work mentioned in this chapter**

### **H.- Equipment & Tools**

<b>Equipments and Tools status</b>				
<b>Sr.No.</b>	<b>Equipment</b>	<b>Total No. purchased</b>	<b>No. of Working units</b>	<b>No. of non-functional units</b>
1	PDA			
2	Computer			
3	GPS			
4	Lab Equipments			
5	Vehicle			
6	Drone			
7	Wireless			
8	Fire fighting equipment			
9	Others			
	<b>Total</b>			

Note :- This information needs to be collected at divisional office level only.

**Score :- If Percentage of functional unit is** > 85 - Excellent, 76 to 85 - Good, 51 to 75 - Average, < 50 - Poor

## I.- Entry Point Activities

**Note 1:- To be filled only if JFMC exists in the site.**

Names and designations of the functionaries with whom the evaluator has interacted ?

Name	Division	Range	Designation	Date

**a. Micro planning** (Information to be collected from Range office)

A	B
Micro plan prepared or not ? Yes No	Approval of micro plan by Gram Sabha/JFMC/Panchayat Yes No
C. Approval of activities (Plantation and Others) by Gram Sabha/JFMC Yes No	

Score:- 5 point for each 'Yes' in column A, B and C.

/15

**b. JFM meetings** (Information to be collected from JFMC/Range office)

S.No.	No. of general body meetings of JFMCs held in last 12 months	No. of executive body meeting of JFMCs held in last 12 months

Score:- 5 points for each meeting across both the categories, subject to maximum 40 points.

/40

**c. Number of people benefited from project**

Total population of village	No. of people benefited from the project					Percentage of beneficiaries to total population
	SC	ST	OBC	Others	Total	

**d. Description of works-**

/100

(Information to be collected from Range office)

20% Works in each division where Entry point activities have been implemented will be randomly selected)

A	B	C	D	E
Name of JFMCs	Name of Work/ Assets created	Maintenance of Register /Recorods Yes No	Sign board installed or not ? Yes No	Overall Condition of Work Excellent/Good/Average/ Poor

Score:- 5 points for 'Yes' in each column C and D.

/10

**Calculate Total score of all related activities mentioned above from point (i) to (v) and find percentage of score obtained with following formula-**

/40\*

$$\text{Percentage of Score} = \frac{\text{Total Score}^*}{\text{Sum of allotted Points}} \times 100$$

\* Total Score and sum of allotted Point, consider only for related activities.

**If Percentage of Score**      > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average,      < 50 - Poor

### **J.- Publicity and Awareness (Anubhuti Programme)**

To Evaluate the impact of awareness campaign, FGD will be conducted for 10% School/villages in each division in which 'Anubhuti Programme' were undertaken. FGD to be conducted with around 15 to 20 Student/villagers in a common place within their School/villages. Group should ideally have representative of all age group. Photographs of all FGDs conducted to be attached along with final report.

Date of FGD:-----Name of School/village-----

S. No.	Name	Male/Female	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

### **Assessment of Impact of awareness campaign (Anubhuti)-**

1. Did the Anubhuti camp increase your knowledge about indigenous plants and trees?

(i) Yes, significantly

(ii) Yes, to some extent

(iii) Yes, A Little bit.

(iv) No, Not really.

2. How well did the Anubhuti camp enhance your understanding of the importance of preserving nature and wildlife?

(i) Very well

(ii) Moderately well

(iii) Not much

(iv) Not at all

3. Did the Anubhuti camp change your perspective on the importance of forests and nature conservation?

(i) Yes, significantly

(ii) Yes, to some extent

(iii) Yes, A Little bit.

(iv) No, Not really.

4. Did the Anubhuti camp increase your interest in forests and ecosystems?

(i) Yes, a lot

(ii) Yes, somewhat

(iii) Neutral

(iv) Not really

5. Do you think forests play an important role in our daily lives?

(i) Yes, definitely

(ii) Yes, to some extent

(iii) Neutral

(iv) Not at all

6. Did the Anubhuti camp enhance your understanding of how forests contribute to combating climate change?

(i) Yes, significantly

(ii) Yes, to some extent

(iii) Neutral

(iv) No

7. How likely are you to make conscious efforts to support forest conservation after the Anubhuti camp?

(i) Very likely

(ii) Somewhat likely

(iii) Neutral

(iv) Not likely at all

8. How would you rate arrangement during Anubhuti Camp ?

(i) Excellent

(ii) Good

(iii) Average

(iv) Poor

9. How would you rate your overall experience during the Anubhuti camp ?

(i) Excellent

(ii) Good

(iii) Average

(iv) Poor

10. Have you shared your knowledge related to "Anubhuti" to others.

(i) Yes, completely

(ii) Yes, Partially

(iii) Yes, to some extent.

(iv) No

Score :- If (i) is checked assign 10 points.

If (ii) is checked assign 8 points.

If (iii) is checked assign 6 points.

If (iv) is checked assign 2 points.

**Calculate Total score of all activities mentioned above and find percentage of score obtained with following formula-**

/100

**Percentage of Score =**  $\frac{\text{Total Score}^*}{\text{Sum of allotted Point}} \times 100$

**If Percentage of Score** > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average, < 50 - Poor



## K.- Relocation of Villages from Protected Areas/Tiger reserve

### (a) Basic Information about relocation of villages-

- (i) Name of Protected Area/Tiger reserve-
- (ii) Name and number of villages relocated-
- (iii) Number of family unit which are relocated village wise-
- (iv) Total expenditure on village relocation yearwise-

### (b) Name of villages selected for evaluation-

Select 20% village randomly in each protected areas and evaluate them as per following procedure.

### (c) Assessment of Village relocation work-

Name of Village-----Year-----

S.No.	Name of Activities	Remark
1	Infrastructure Development Activities	Evaluate work as per procedure mentioned in this chapter.
2	Impact on habitat	Positive impact categorised in Excellent / Good/Average/Poor
2	Utilization of allotted fund-Target and achievement.	If Percentage of achievement is > 85 - Excellent, 76 to 85 - Good, 51 to 75 - Average, < 50 - Poor
3	Satisfaction level of villagers.	Satisfaction level is assessed by FGD in concern villagers. If percentage of satisfied people is > 85 - Excellent, 76 to 85 - Good, 51 to 75 - Average, < 50 - Poor

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#### 4. Qualitative Aspects

##### Focus group discussion (FGD)

FGD will be conducted for 10% villages in which CAMPA works were undertaken

Note:- FGD to be conducted with around 15 villagers in a common place within the village. The 15 villagers should ideally have following composition: 1-2 office bearers of JFMC, atleast 2 women, atleast 2 BPL households, remaining participants should not be office bearers of JFMC. Photographs of all FGDs conducted to be attached along with final report as annexure.

Date of FGD:-----

Sr. No.	Name	Male/Female	Office Bearer (tick)	BPL (tick)	Non-office bearer (tick)	PVTG (tick)	SC (tick)	ST (tick)	OBC (tick)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

##### I. Impact of awareness campaign

i. Are villagers aware of the processes and practices of CAMPA ?

(Yes= 1, No= 0)

ii. Whether any special Gram Sabha/JFMC meeting held in village to explain the local population about CAMPA ?

(Yes=1, No.=0)

iii. Whether any micro plan and working plan was prepared in the JFMCs/Gram Sabha before starting CAMPA work ?

(Yes= 1, No=0)

iv. Whether any micro plan and working plan was approved in the JFMCs/Gram Sabha before starting CAMPA work ?

(Yes= 1, No=0)

Score:- Total the scores obtained above (maximum is four). The same score is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Impact of awareness campaign'.

**II. Identification of approved site for plantation**

Whether treatment map was prepared for plantation ?

(Yes=3, No=0)

Whether Plantation area was divided into sectors?

(Yes=3, No=0)

Score:- The same score is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Identification of approved site for plantation'.

**III. Increase in Forest Area**

Has the forest cover of the area increased/decreased after the implementation of CAMPA project? (Tick the appropriate cell)

Improved	Marginally Improved	Unchanged	Worsened

(Improved=5 points, Marginally Improved =3 points, Unchanged= 1 point, Worsened=0 point)

Score:- The same score is to be mentioned in the box as well as in Final Assessment Sheet in Schedule 3 under the heading 'Increase in Forest Area'.

**IV. CAMPA Benefits**

List the benefits that the villagers are getting due to implementation of CAMPA project.

- 1.
- 2.
- 3.
- 4.
- 5.

Assign 5 points for each benefit listed above, subject to maximum 25 points.

Score:- The same score is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'CAMPA Benefits'.

**V. Project Awareness**

i. Do the members in FGD know about approximate budget sanctioned under CAMPA for their GP/JFMC?

(Yes =5, No = 0 point)

ii. Are the members in FGD satisfied with the type of works being carried out under CAMPA?

(Yes =5, No = 0 point)

iii. Whether the progress of works were technically supervised by MPFD officials/JFMC Secretary/village sarpanch ?

(Yes=5, No=0 point)

iv. Do the members in FGD know about the existence of record books/vouchers maintained assessment of CAMPA work ?

(Yes=5, No=0 point)

Score:- Total the scores obtained under this heading (maximum is 20). The same score is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Project Awareness'.

**VI. Transparency, maintenance and payments**

i. Whether the village committees were involved in (tick all applicable)

- a.) Project planning.
- b). Project implementation.
- c). Usufruct sharing mechanism
- d). Any formal arrangement involved in sharing of intermediate or final produce of the project activities.

(5 points for each tick marked above)

ii. In how many days the wage payments were made after the work ?

(Weekly= 6 points, within 15 days = 4 points,

Within 30 days=2 points, more than 30 days = 1 points,

Score:- Total the scores obtained under this heading (maximum is 30). The same is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Transparency, maintenance and payments'.

**IV. Maintenance of assets created**

Sr. No.	Asset	Responsibility	Status (Well maintained/ Not maintained)
1			
2			
3			

20 points for well maintained assets, 0 point for unmaintained assets. Mention the average points for all structures in the box.

Score:-The same score is to be mentioned in the box as well as in the Final Assessment Sheet in Schedule 3 under the heading 'Maintenance of assets created'.

## **5. Final Assessment Report**

Final Assessment Report will be prepared division wise and year wise in following format-

**Name of Division.....Year.....**

### **A. Quantitative Aspects**

S. No.	Name of activity	Description of Location			Year of Plantation or year of initiation of work	Overall Condition of work (Excellent /Good Average/ Poor)	If Average/ Poor Give reason	Specific Suggestions for improvement
		Range	Name of Village/Beat	Compt. No./ Khasra No.				
1	2	3	4	5	6	7	8	9
1	<b>(A) Plantation</b> <b>1. CA-</b> (i) Current year plantation. (ii) 5th year plantation. (iii) 9th year plantation. <b>2. NPV-</b> (i) Current year plantation. (ii) 5th year plantation.							<b>Should comprise-</b> -Suitability of the site for plantation -Site Specific right choice of the species. -Reason for high/low survival percentage :-
2	(B) Infrastructure development							
3	(C) Catchment Area Treatment							
4	(D) Wildlife Habitat Improvement							
5	(E) Forest Protection 1. Fire Protection 2. Boundary Piller							
6	(F) Nursery Upgradation							
7	(G) Forest Depot Upgradation							
8	(H) Equipment and Tools.							
9	(I) Entry Point Activities.							
10	(J) Publicity and Awareness (Anubhuti)							
11	(K) Relocation of villagers.							

**B. Qualitative Aspects**

S.No.	Item	Score	Remarks (Excellent/ Good/Average / Poor*)
1	Impact of awareness generation campaign	/4	
2	Identification of approved site for plantation	/6	
3	Increase in Forest Area	/5	
4	CAMPA Benefits	/25	
5	Project Awareness	/20	
6	Transparency, maintenance and payments	/30	
7	Maintenance of assets created	/20	
	<b>Total</b>	<b>110</b>	

\* If Percentage of Score > 85 - Excellent, 76 to 85 - Good,  
51 to 75 - Average, < 50 - Poor

**C. Entries of work on E-Green Watch Portal/Plantation Monitoring System.**

1. If all works (100%) carried out are registered on both portal. Excellent
2. If all uploaded KML File/Polygon/Geotagging are correct. Excellent
3. If all Photographs of various stages of work are uploaded. Excellent
4. If all entries are done on portal. Excellent

**Note:-** If above criteria fulfilled from 91% to 99% then performance is Good.  
from 81% to 90% then performance is Average  
Below 80% Poor.

**Name and Signature(s) of Evaluator(s):** \_\_\_\_\_

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### Schedule 3 – Draft Memorandum of Understanding

1. This Memorandum of Understanding made this ..... day of ..... between ..... (hereinafter called "**third party**", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators) of the one part and the Madhya Pradesh State Campa (herein after called "**State CAMPA**" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the third party has agreed with the State CAMPA to provide required services set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and Memorandum of Understanding (contract) appended herewith and at the rates set forth in column \_\_\_\_\_ of the said schedule.
3. Now these Presents witness:
  - a. In consideration of the payment to be made by the State CAMPA through \_\_\_\_\_ at the rates set forth in the Schedule hereto appended the third party will duly provide the said articles set forth in \_\_\_\_\_ and \_\_\_\_\_ thereof in the manner set forth in the conditions of the tender and contract.
  - b. The conditions of the tender and contract for open tender enclosed to the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_ and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
  - c. Letters Nos. \_\_\_\_\_ received from bidder and letters nos. \_\_\_\_\_ issued by the State CAMPA and appended to this agreement shall also form part of this agreement.
4. The State CAMPA do hereby agree that if the approved bidder shall duly provide the services in the manner aforesaid observe and keep the said terms and conditions, the State CAMPA will through \_\_\_\_\_ pay or cause to be paid to the third party at the time and the manner set forth in the said conditions, the amount payable for each and every payment milestone.  
  
The mode of Payment will be as specified in the RFP.
5. The delivery of services shall be effected and completed within the period agreed to as per the RFP and the Proposal submitted by the third party pursuant to RFP
6. In case of extension in the delivery period of services with liquidated damages, the recovery shall be made in conformity with relevant provisions of the RFP.

Note : Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the PCCF (CAMPA)/Competent Authority and the decision of PCCF (CAMPA)/Competent Authority shall be final.

In witness where of the parties hereto have set their hands on the..... day of ..... 2024

Signature of the third party

Signature for and on behalf of State CAMPA

Designation: CEO (CAMPA)

Date:

Witness No. 1 .....

Witness No.2 .....



## Check List For Submission of Bid

1. Attached Form-1 : Covering letter for Hiring of Services of third party in prescribed format  
Yes/No.
2. Attached Form-2 Pre qualification Proposal. Yes/No.
3. Attached Form-3 Technical Proposal. Yes/No.
4. Attached Form-3 Financial bid in prescribed format. Yes/No.
5. Is all the pages of proposals are serially numbered ? Yes/No.
6. Is valid registration document of firm/organization under either of following Act attached. Tick which one is attached. Yes/No.
  - (a) Societies Registration Act, 1860, or respective State Act.
  - (b) Indian Trust Act, 1882.
  - (c) Companies Act 2013
  - (d) University incorporated under State or Central Act.
7. Is Annual turnover of the organization more than Rs. 30 lakh in as an average of the last three financial years ? Yes/No.
8. Is copies of audited accounts of last three financial years attached ? Yes/No.
9. Is copies of first page of passbook of bank account held in name of the organization and bank account statement of previous full month. ? Yes/No.
10. Is copies of work orders/publications for any four activities given in prequalification criteria, attached for last three year **(Maximum 10 pages)** ? Yes/No.
11. Is document related to human resource are attached. Yes/No.

**(Signature and stamp of bidder)**