

## **Expression of Interest (EoI)**

**for**

**Empanelment of Agencies to Conduct Training and Capacity Building for a total of 100 (One hundred) selected Gram Panchayat-Level Biodiversity Management Committees (BMCs).**

**EoI No.: JBB/2025-26/01**

**Jharkhand Biodiversity Board**

138/C, Vidhyalya Marg 'C', Ashok Nagar, Ranchi - 835002

## Letter of Invitation

Dear Sir/Madam

Jharkhand Biodiversity Board invites Expression of Interest (EoI) for **"Empanelment of Agencies to Conduct Training and Capacity Building for a total of 100 (One hundred) selected Gram Panchayat-Level Biodiversity Management Committees (BMCs)."**

Detailed Scope of Work (**hereinafter to be referred as service**) to be carried out by the selected service provider under this contract are provided in the Scope of Work.

The interested entity will submit the hard copy of the proposal to the Member Secretary, Jharkhand Biodiversity Board, 138/C, Vidyalya Marg 'C', Ashok Nagar, Ranchi – 835002.

Last date for submission of complete proposal/ EoI	18 <sup>th</sup> June, 2025 till 3.30 PM
Date & Time for opening of technical proposal	Details will be communicated in due course through the Board's official website or other appropriate channels.
Date & Time for technical presentation by bidders	Only Shortlisted agency/ies will be called for presentation.

Submission through e-mail will not be entertained.

Details on the proposal's submission date, time and address are provided under Instruction to Service Provider. In course of preparing and submitting your proposal, it shall remain your responsibility to ensure that the proposal is submitted by the deadline. No EoI will be accepted after the deadline. Kindly ensure that supporting documents and the proposal (the original) submitted are duly signed and stamped by the authorized person.

A firm will be selected under procedures as decided by the procurement committee of the Board. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by client after it has received the Proposal. At the time of Award of Contract/ Purchase Order and up to a period of six month from signing of contract, the client reserves the right to vary (increase) the quantity of services and/or goods, by up to a maximum ten per cent (10%) of the total offer, without any change in the total value of the contract or other terms and conditions. The JBB/ forest department will not bear the cost of logistics and transporting in the field. The concerned forest officials/ staff will only assist in the field visit but it is not mandatory. The Agency shall inform the concerned Divisional Forest Officer (DFO)-cum-Nodal Officer of the Jharkhand Biodiversity Board prior to conducting the training program. Additionally, the Agency must obtain a certificate of completion for each training from the DFO-cum-Nodal Officer or their authorized representative.

Any Work/ Contract /Purchase Order that will be issued as a result of this EoI shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of the client, herein attached.

Please be advised that the client is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

The client implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against the client. The authority reserves right to amend the EoI as per requirement/conditions

The authority reserves right to reject any/ all proposal without assigning any reason thereof.

Accounts Officer  
Jharkhand Biodiversity Board, Ranchi

## DISCLAIMER

The information contained in this Expression of document (the 'EoI') or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority being **Jharkhand Biodiversity Board, Ranchi Jharkhand.** or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.

This EoI is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in making their technical offers pursuant to this EoI (the "**Bid**" or "**Proposal**"). This EoI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EoI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EoI and obtain independent advice from appropriate sources.

Information provided in this EoI to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. For definition of Biodiversity or any other technical term, Biodiversity Act 2002 ,2023 and National Action Plan on Biodiversity will be referred.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EoI.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EoI.

The issue of this EoI does not imply that the Authority is bound to select a Bidder or to appoint the Successful Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the

Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**Accounts Officer,  
Jharkhand Biodiversity Board, Ranchi**

## INTRODUCTION

### Brief Introduction

Jharkhand ("The land of forest") is a state in eastern India, created on 15 November 2000, from what was previously the southern half of Bihar. The state shares its border with the states of Bihar to the north, Uttar Pradesh to the northwest, Chhattisgarh to the west, Odisha to the south and West Bengal to the east. It has an area of 79,714 km<sup>2</sup> (30,778 sq mi). It is the 15th largest state by area, and the 14th largest by population. The State of Jharkhand has a unique relation with forests since ancient times. The word 'Jharkhand' connotes area of land covered with forests. Therefore, literally as well as symbolically, Jharkhand is associated with forests. The state is endowed with abundant mineral wealth, flora and fauna. Many rivers like Damodar, Brahmani, Kharkai and the Subarnarekha, flow gently adding to the natural charm of Jharkhand. Over thirty-two indigenous communities exist harmoniously in Jharkhand such as Santhal, Munda, Oraon, Ho, Paharia, Chero, Birjea, Asura etc. These communities have several colorful nature friendly festivals like Sarhul, Karma etc. in which tribals worships and protect trees. The State of Jharkhand lies between Latitude 22° 00' N to 24° 37' N and Longitude 83° 15' E to 87° 01' East.

### 2. Forest Cover in Jharkhand

According to ISFR-2021 the State has a geographical area of 79,716 sq.km which constitutes 2.42% of the country's area. The total recorded forest area (RFA) of the state 23,721 sq.km which is nearly 29.76% of the geographical area of the state. Of the total recorded forest area, Reserved Forest constitute 18.58%, Protected Forests 81.28% and Unclassed Forests 0.14 % (ISFR-2021). It is indeed a moment of happiness for Jharkhand State that the total recorded forest area has been increased by 109.73 sq.km over the last two years.

### 3. The Need

The need for biodiversity conservation in totality in the state like Jharkhand carries a special significance: -

#### Biodiversity Management Committees (BMCs):

1. Understanding Biodiversity Act and policies
2. Identifying and documenting local biodiversity
3. Conservation planning and management
4. Community engagement and participation
5. Sustainable livelihoods and eco-tourism development

#### Capacity building objectives:

1. Enhance knowledge and skills of committee members
2. Improve committee effectiveness and decision-making
3. Foster community participation and ownership
4. Promote sustainable livelihoods and eco-friendly practices
5. Strengthen institutional capacity for biodiversity conservation

## **THE BIOLOGICAL DIVERSITY ACT, 2002 –**

India is a party to the Convention on Biological Diversity signed at Rio De Janeiro on 05<sup>th</sup> June, 1992. The convention has the main objective of conservation of biological diversity, sustainable use of its components and fair and equitable sharing of the benefits arising out of utilization of genetic resources.

To give effect to the said Convention, the Parliament of India enacted the **Biological Diversity Act, 2002**. This Act provides for the conservation and sustainable use of biological resources, as well as the fair and equitable sharing of benefits arising from their utilization.

**Nagoya Protocol** - India is a Party to the Nagoya Protocol on access to genetic resources and the fair and equitable sharing of benefits arising from their utilisation to the convention on Biological Diversity which was adopted on the 29th October, 2010 in Nagoya, Japan.

**Kunming-Montreal Global Biodiversity Framework (GBF)** - The Kunming-Montreal Global Biodiversity Framework (GBF) is a milestone agreement adopted in December 2022 at the 15th Conference of the Parties (COP15) to the Convention on Biological Diversity (CBD) in Montreal, Canada.

Key objective of the Kunming-Montreal GBF:

1. 30x30: Aims to conserve 30% of global land, freshwater, and marine areas by 2030.
2. Biodiversity Restoration: Targets restoring 30% of degraded ecosystems by 2030.
3. Species Protection: Seeks to prevent extinctions and reduce species decline.
4. Sustainable Use: Promotes sustainable use of biodiversity and ecosystem services.
5. Digital Sequence Information: Regulates access to digital sequence information on genetic resources.
6. Finance and Support: Mobilizes financial resources and support for biodiversity conservation.
7. Monitoring and Review: Establishes a robust monitoring and review mechanism.

The Kunming-Montreal GBF sets ambitious goals to halt and reverse biodiversity loss, promoting a more sustainable and equitable relationship between humans and nature.

**National Biodiversity Authority (NBA)** - The National Biodiversity Authority was established under section 8 of the Biological Diversity Act, 2002.

The main functions and power of the NBA -

*Functions:*

1. Regulate any activity referred to in sections 3, 4 and 6 of the Act for access to biological resources and traditional knowledge.
2. Determine fair and equitable sharing of benefits.
3. Grant or reject approvals for activities related to biodiversity.
4. Advise Central and State Governments on biodiversity conservation and management.
5. Perform necessary functions to implement the Act.

*Powers:*

1. Make regulations with Central Government approval.
2. Oppose grant of intellectual property rights outside India on Indian biological resources or traditional knowledge.
3. Take measures to protect Indian biodiversity and associated knowledge.

**Jharkhand Biodiversity Board (JBB)** – The Jharkhand Biodiversity Board was reconstituted under the Department of Forest, Environment & Climate Change, Government of Jharkhand, vide notification no. *Vanya Prani-03/05(Khand)-688, dated 24/02/2025*, under Section 22 of the Biological Diversity Act, 2002.

The main functions of the State Biodiversity Boards

1. Advise State Government on biodiversity conservation, sustainable use, and fair benefit sharing.
2. Regulate activities related to biodiversity by granting or rejecting approvals.
3. Determine fair and equitable benefit sharing while granting approvals.
4. Perform other necessary functions to implement the Act or as prescribed by the State Government.

The State Biodiversity Boards plays a crucial role in conserving and managing biodiversity at the state level, regulating activities, and ensuring fair benefit sharing, while also providing advice and support to the State Government.

**Biodiversity Management Committees (BMCs)** - The Biodiversity Management Committees required to be constituted by every local body of State under section 41.

In Jharkhand State, a total of 4689 Biodiversity Management Committees (BMCs) have been constituted at the local body level (Panchayat/Urban body).

The main function of BMCs -

The functions of Biodiversity Management Committee so constituted shall include conservation, sustainable use and documentation of biological diversity, including conservation of habitats, landraces, folk varieties, cultivars, domesticated breeds of animals, and microorganisms, and chronicling of traditional knowledge associated thereto relating to biological diversity.

**Amendment of the Biological Diversity Act, 2002** - The Act was subsequently amended in 2023 to strengthen its provisions and ensure effective implementation.

### **The Objective of the EoI**

Overall Objective:

Enhance the capacity of Biodiversity Management Committees to effectively conserve biodiversity, implementation of Biodiversity Act and promote sustainable livelihoods.



### Specific Objectives:

1. Improve knowledge of biodiversity laws, policies, and conservation practices.
2. Enhance skills in identifying, documenting, and managing local biodiversity.
3. Develop effective conservation planning and management strategies.

The Jharkhand Biodiversity Board invites 'Expression of Interest' from reputed organizations registered under the Companies Act, 2013, or agencies registered under relevant laws relating to partnerships, Indian Trusts Act, or Societies Registration Act, 1860. These organizations should have experience working in biodiversity, wildlife, environment, and forest conservation. The selected organization will be empanelled under the JBB to conduct training and capacity-building programs for 100 gram panchayat-level Biodiversity Management Committees (BMCs) in Ranchi District, Jharkhand. The ideal agency should be capable of organizing training programs at the grassroots level, specifically at the panchayat or village level in Jharkhand. Merely Empanelment of an agency does not guarantee the award of a work order.

#### 4. A. Detailed Scope of Work

The detailed Scope of Work consists of empanelment of agencies for **conduct training and capacity building of selected Biodiversity Management Committees (BMCs)**.

- **Training on Key Topics:** Provide training to BMCs and others on core topics related to the Biological Diversity Act, 2002, (Amendment) Act, 2023.
- **Information on Amendments:** Educate members about the amendments made to the Biological Diversity Act, 2002.
- **Updating People's Biodiversity Registers:** Update and enrichment of People's Biodiversity Registers and train committee members on this aspect.
- **Medicinal Plant Cultivation:** Train BMCs on documenting medicinal plant cultivation within their jurisdiction under Section 7 of the Biological Diversity (Amendment) Act, 2023.
- **Coordination with Forest Officials:** Facilitate coordination between BMCs/ JFMCs/ EDCs and forest officials, such as Range Forest Officers, Forest Rangers, and Panchayat representatives, during training.
- **Bank Account Opening:** Facilitate coordination between BMCs, Forester/ Incharge Forester/ Forest Guard and bank representatives for opening bank accounts in nationalized banks.
- **Reporting:** Submit desired reports to the JBB as required.
- **Flexibility:** JBB reserve the rights for modifications in the scope of work as needed.
- **Compliance:** Adhere to rules and guidelines issued by the Board.

- **Extensive Travel:** Required extensive field visits and submit geo-tagged photos and field visits reports.

**B.** The broad line of syllabus for training and capacity building is as follows: -

- Entrepreneurship, Social Entrepreneurship: Concept, Objective, Need & Importance Opportunities of Agriculture & Animal husbandry business.
- Business plan preparation: People's Biodiversity Register (PBR), Costing, Profit & Loss feasibility study Marketing & sales techniques.
- Preserving, restoring environmental quality for sustainable future that protect natural resources.
- Ecosystem and biodiversity conservation, pollution, reduce energy & minimize waste.
- PBR and its role in the up-gradation of livelihood option.
- Biodiversity Heritage Sites (BHS) and its management; its utility for conservation of the ecosystem.
- Other effective area based conservation measures (OECM) and its management.
- Access and Benefit Sharing, trading of bioresources
- Conservation of Biodiversity
- Conservation of traditional knowledge related to agro-biodiversity.

**C. Work Area : -**

S.N.	District	No. of Proposed Gram Panchayats	No. of proposed training (cluster of of 5 BMC in one training)
1.	Ranchi	10	02
2.	Simdega	25	05
3.	West Singhbhum	50	10
4.	Dumka	15	03
<b>Total: -</b>		<b>100</b>	<b>20</b>

The list of selected Gram Panchayats will be shared along with the Work Order.

## 5. Pre-Qualification Eligibility and Evaluation Criteria

### i. Pre-Qualification Eligibility

- a) The Bidder should essentially be a legal entity and therefore must be registered under Companies Act 1956 (now Companies Act, 2013) )/ agency registered under the relevant and prevailing law relating to partnership in India (iii) agency registered under the Indian Trusts Act, Societies Registration Act, 1860, working in the field of biodiversity, wildlife, environment and forest including agro biodiversity. The Company should have been incorporated and functional for at least 10years. It should have an extensive experience of executing projects pertaining to training and capacity

building of rural communities in conservation of biodiversity/ wildlife/agriculture and forests. The Company should have been empanelled or should have been engaged for the works of similar nature pertaining to conservation of biodiversity with the State Biodiversity Boards or Department of Forest, Environment and Climate Change of any state of India. The agency should be capable of successfully executing the task as per the prescribed Scope of work of the EoI.

**b) Desirable Qualifications**

- i. The bidder must have an experience or must have conducted training and capacity building of frontline worker/ Rural Communities/ BMCs/ JFMCs/ EDCs/ Panchayats bearers.
- ii. The bidder must have experienced and networking in the **Ranchi, Simdega, Dumka and West Singhbhum district** of Jharkhand. Must provide documentary evidence in this regard.
- iii. The bidder must have been five year experience in conducting training and capacity building programme in the field of biodiversity, wildlife, environment and forest.  
  
Proof of the work can be submitted in form of work order issued to the organization / MOU signed between the organization and the project allotting agency / invoice raised by the organization for payment / empanelled letter / reports submitted / any other official communication manifesting the association(formal or informal)/completion certificates pertaining to the projects related to above-mentioned fields.
- iv. The bidder should have at least one member holding a PhD in any one of the subjects related to rural area, agriculture, forestry or wildlife science or any area related to the mandate of Biodiversity Act. It shall have at least key personnel who are experts in the fields allied to Forest, Wildlife Conservation and Social issues such as conservation of forests, wildlife, biodiversity, agro biodiversity, Climate change and livelihood options of people living in or in the vicinity of forest.

**ii. Evaluation Criteria**

Evaluation shall be done as decided by the procurement committee constituted by the Jharkhand Biodiversity Board (JBB/ Board) for this purpose.

**A. Institutional Strength and Conceptual Proposal**

The Conceptual Proposal for developing conduction and completion of following activities in Jharkhand State through assistance being provided to the Jharkhand Biodiversity Board, Jharkhand as envisaged under the EoI.

It includes identification, strategic planning, aimed at protection, management, restoration and conservation of local biodiversity as well as that in territorial/ managed forest divisions and with specific reference to the Detailed Scope of work, is to be submitted by the Interested Bidder as requirement for the Technical Bid and the same should be in consonance with the mandatory laws and Acts prevailing and in vogue for biodiversity, forest, agriculture and wildlife. Submission of all the credentials of the Interested Bidder namely Incorporation Certificate and a Company Profile inclusive of 80

G, 12A, activity profile etc is desired and preferred both. CSR registration will be additional criteria but not mandatory.

#### **B. Technical Expertise and Experience**

The Interested Bidder must have a minimum working experience of 10 years. The Interested Bidder must have organized similar Level of training and capacity building programme related to forest, Biodiversity, Natural Resource Management.

#### **C. Personnel Strength**

The Interested Bidders should have experts from wildlife or forestry or agriculture, Scientist and Researchers on its Board of Directors or agency / Organization. It shall have sufficient number of Key Personnel, who are experts in the field forestry, wildlife, and allied disciplines and issues such as conservation of forests, wildlife, biodiversity and livelihood options of people living in or around in near vicinity to forest. The Interested Bidder should have an association of at least **05 Key Personnel** for the purpose of the assignment will be engaged at a time for the purpose and marking will be done only for nine during selection. The other associated 'Key Personnel' should be from the discipline of Botany, Fisheries, Taxonomy, Agriculture, Veterinary Science, Sociology, Water Resources, Horticulture and Soil Sciences. Submission of CVs of all the team members is mandatory. In case a team member is working as a consultant or as an Expert on Panel, the consent letter of the consultant / expert concerned stating that he/ she agrees and has given consent to work with the Interested Bidder on this project also needs to be submitted.

### **6. Evaluation of Bids**

The Technical Bids of only those bidders will be considered if and only if they strictly adhere to the eligibility criteria set forth in the Clause 5. The Jharkhand Biodiversity Board Authorities shall open the Technical Proposals on the Bid Due Date, at the place specified. The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out in this EoI. To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.

Only those bidders will be shortlisted who will score the eligible qualifying marks (minimum 60% Marks) as specified in the EoI document.

#### **Evaluation criteria for acceptance of technical bid and selection of agency**

(Only bids fulfilling eligibility criteria shall be evaluated).

#### **Criteria for evaluation of technical bid:**

The evaluation of Technical Proposal shall be done as per Clause 5 of this EoI Document (The bidders are expected to mandatorily submit relevant documents for every parameter)

**The qualifying standard for the Technical Bid is minimum 60 % Marks**

## 7. Submission of EOI

The EoI must be submitted in 'single envelopes' within prescribed schedule through India post or by hand at the following address:

**The Member Secretary,**  
**Jharkhand Biodiversity Board (JBB)**  
First Floor, 138/C, Vidhyalya Marg 'C',  
Ashok Nagar Ranchi, Jharkhand-834002

Submission through e-mail will not be entertained/ considered.

### a) Single Envelope- (Technical Bid)

The Interested Agencies shall submit in hard copies (with Clearly Readable Resolution) of the following:

- i.) A Covering Letter on the Interested Bidder's Company Letter head clearly indicating documents attached with the EOI with table of contents, page nos. etc. All documents should be certified for their authenticity.
- ii.) The cost of Expression of Interest (EOI) is ₹5,000, and the Earnest Money Deposit (EMD) is ₹25,000. Both amounts must be deposited separately through a Demand Draft in favour of the Member Secretary, Jharkhand Biodiversity Board, payable at Ranchi.
- iii.) Documents and Documentary evidence/ certificates related to Pre-qualifications and eligibility criteria as detailed in corresponding annexure (**Clause 5**).

**Only shortlisted bidder will be called for presentations. No communication is entertained with the not qualified/ not-shortlisted bidder/s in any circumstances.**

## 8. Selection Process:

For the empanelment of the agency, the selection process will be determined by the Procurement Committee of the Board. Technical Proposals of Bidders adjudged responsive in terms of Clause 5 shall be considered for technical evaluation. In order to get technically qualified in the Technical Bid the Interested Bidder is required to score a minimum of 60% marks. Only the bidder who shall score a minimum of 60% marks will qualify for the presentations/ interview.

## 09. Selection of Bidder/ Agency

The selection process will be determined by the Procurement Committee of the Board.

After acceptance of the offer, hereafter made by the Authority, an Agreement between the Authority and the selected successful bidder will be entered into, containing all the conditions of this bid document. In this entire procedure provision prescribed by the govt. rules will be followed. Further its approval will be done by the officer having jurisdiction to allow for that financial limit.

But Final selection /MoU will be effected only after approval from the BOARD (JBB).

## 10. Security Deposit (SD)

Prior to the assignment of work/ MoU agreement, the concerned institution/ agency must deposit a bank guarantee of Rs.50,000/- in favor of the Member Secretary, Jharkhand Biodiversity Board at the JBB office.

## 11. Holding EMD &SD:

EMD of Rs. 25,000/- deposited by the agency will be returned after completion of empanelment process. EMD will be refunded to the successful bidder to whom work order to be issued upon submission of the required Security Deposit, prior to the issuance of the work order.

## 12. Work Programm - *For Deliverables*

The selected agency has to submit its Work Programm to this office within 7 (seven) days from the date of order for conduct of work. Such Program must include step wise work to be done with concept. All locations where work will be commenced will have to be got approved. The work programmed should strictly be followed.

## 13. Finance Outlay and Terms of Payment: The payment schedule will be as follows:

The payment will be made as per the following prescribed rate of National Biodiversity Authority, Government of India: -

Gram Panchayat level – per BMC (7 member)	Block/ Nagar Panchyat/ Urban body – per BMC (7 member)	District Panchayat – per BMC (7 member)
7000/-	9328/-	11,740/-

**Table 1 Payment Schedule**

1. No Advance Payment: No advance payment of any kind will be made.
2. Payment to Agency's Bank Account: Payment must be made to the agency's bank account.
3. Payment Rate: The payment rate will be determined according to the BMC guidelines issued by the National Biodiversity Authority (NBA).
4. NBA Standard Payment Rate: The payment will be made according to the NBA's standard rates -
  - a. Submission of report on training conducted with attendance register (must be fair & legible), no. of trainees.
  - b. Reports must be submitted with supporting documents viz. valid bills, vouchers, Geotagged photographs, videographs etc.
  - c. The payment will be released on submission of required documents along with tax bill, vouchers after completion of work within stipulated date (as per instruction in work order issued by the Member Secretary, Jharkhand Biodiversity Board) and approval from the competent authority of Board.

- d. The prescribed rate is inclusive of all taxes and other charges. No additional or extra payments will be made under any circumstances.
- e. The JBB has reserve the right to amend above payment terms & condition as per requirement/s.
- f. Agency will give training after informing concern Divisional Forest Officer-cum- Nodal Officer of Jharkhand Biodiversity Board. A certificate will be required after the completion of each training programme from the concern Divisional Forest Officer cum- Nodal Officer of Jharkhand Biodiversity Board or by the authorized officer authorized for this purpose by him/ her.
- g. All records as mentioned above and payment claim should be submitted by the agency within one week of the completion of each training programme as instructed by the JBB.

#### **14. Rejection of Bids**

The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.

The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

#### **15. Deviations from terms and conditions**

Offers with deviations in commercial terms & conditions like payment term, validity etc. is liable to be rejected out rightly.

#### **16. Incomplete Bids**

Tender which is incomplete or obscure is liable for rejection.

#### **17. Signing of Bid**

Bid will be signed by the proprietor/ partner of the firm or director/ secretary in case of company/ agency. In this entire procedure provision prescribed by the govt. rules will be followed. Further its approval will be done by the officer having jurisdiction to allow for that financial limit.

But Final selection /MoU will be effected only after approval from the competent authority based on the financial value of the work.

#### **18. Ambiguities in the Conditions of Bids:**

In case of ambiguities or self-contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to the Jharkhand Biodiversity Board may be taken without any reference to the Service providers / Firms.

## 19. Instruction to Service Providers and Datasheet

### A. General Provision

1	Definitions	<p>(a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the service provider</p> <p>(b) “Applicable Law” means the laws and any other instruments having the force of law in the Clients country and state, as they may be issued and in force from time to time.</p> <p>(c) “Client/ Authority/ JBB” means the Entity responsible for implementation of the project and that signs the Contract for the Services with the Service Provider.</p> <p>(d) “Service Provider” means a legally-established entity that may provide or provides the Services to the Client under the Contract.</p> <p>(e) “Contract” means a legally binding written agreement signed between the Client and the Service Provider and includes all the attached documents listed in its Clause (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(f) “Data Sheet” means an integral part of the Instructions to Service Providers under Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the Instructions to Service Providers.</p> <p>(g) “Day” means a calendar day.</p> <p>(h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Service Providers.</p> <p>(i) Board means Jharkhand Biodiversity Board</p> <p>(j) “Government” means the State Govt. of Jharkhand</p> <p>(k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Service Provider’s proposal.</p> <p>(l) “Proposal” means the Technical Proposal and/ the Financial Proposal of the Service Provider.</p> <p>(m) “EoI” means the Expression of Interest to be prepared by the Client for the selection of Service Provider.</p> <p>(n) “Services” means the work to be performed by the Service Provider pursuant to the Contract.</p> <p>(o) “TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Service Provider, and expected Results and deliverables of the assignment.</p>
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2	Introduction	2.1 The Client named in the Data Sheet intends to select a Service Provider, in accordance with the method of selection specified in the Data Sheet.
		2.2 The Proposal will be the basis for negotiating and ultimately Signing the Contract with the selected Service Provider.
		2.3 The Service Provider should familiarize themselves with the local.
3	Conflict of Interest	3.1 The Service Provider is required to provide professional, objective, and impartial advice, at all times holding the Client’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future Work.
		3.2 The Service Provider has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve. The best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Service Provider or the termination of its Contract and/or sanctions by the Client.
B. Preparation of Proposal		
4	General Considerations	4.1 In preparing the Proposal, the Service Provider is expected to examine the EoI in details. Material deficiencies in providing the information requested in the EoI may result in rejection of the Proposal.
5	Cost of Preparation of Proposal	5.1 The Service Provider shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Service Provider. Jharkhand Biodiversity Board / forest divisions will not bear the cost of logistics and transporting in the field.
6	Language	6.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Service Provider and the Client, shall be in English.
7	Only One Proposal	7.1 The Service Provider shall submit a separate and single Proposal for each Expression of Interest (EoI). If a Service Provider submits more than one proposals for a particular Expression of Interest (EoI), all such proposals will be disqualified and rejected.
8	Proposal Validity	8.1 The period of the validity of the proposal will be 6 months from The date of signing of Contract.
9	Amendment of EoI	9.1. At any time before the proposal submission deadline, the Client may amend the EoI by standard electronic means.
		9.2. If the amendment is substantial, the Client may extend the proposal submission deadline to give the Service Provider reasonable time to take an amendment into account in their Proposals.

		9.3 The Service Provider may submit a modified Proposal or modifications to any part of it prior to the proposal submission deadline, clearly stating the reasons for the modification. Only the latest submitted Proposal will be considered for evaluation. No modifications to the Technical or Financial Proposal will be accepted after the deadline.
10	Technical Proposal Format and Content	10.1 The Technical Proposal shall not include any financial Information. A Technical Proposal containing material. Financial Information shall be declared non-responsive.
<b>C. Submission, Opening and Evaluation</b>		
12	Submission, Sealing, and Marking of Proposals	<p>12.1 The interested entity will submit signed hard copy of the proposal to the following address :-  Member Secretary,  Jharkhand Biodiversity Board (JBB)  First Floor, 138/C, Vidhyalya Marg 'C',  Ashok Nagar, Ranchi, Jharkhand-834002</p> <p>The proposer shall also submit one soft copy of the technical proposal in DVD / USB drive.</p> <p>12.2 An authorized representative of the interested agency shall sign the original submission letters in the required format for the Technical Proposal and shall initial all pages.</p> <p>12.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>12.4 The sealed envelopes containing the Technical Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, EoI reference number, the name of the assignment, Service Provider's name and the address.</p> <p>12.5 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>12.6 The Proposal must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected.</p>
13	Confidentiality	13.1 From the time the Proposals are opened to the time the Contract is awarded, the Service Provider should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Service Provider who submitted the Proposals or to any other party not officially concerned with the process, until the award of Contract/ empanelment of the agency.

		<p>13.2 Any attempt by the Service Provider or anyone on behalf of the Service Provider to influence improperly the Client in the evaluation of the Proposals or award of Contract may result in the rejection of its Proposal.</p> <p>13.3 Notwithstanding the above provisions, from the time of the Proposals" opening to the time of award of Contract, if a Service Provider wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
14	Opening of Technical Proposals	14.1 The Client's Procurement Committee shall conduct the opening of the Technical Proposals in the presence of the bidding party authorized representatives who choose to attend (in person).
15	Evaluation of Technical Proposals	15.1 The Client's Procurement Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the EoI, applying the evaluation criteria, sub-criteria, and point system specified in the EoI. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the EoI or if it fails to achieve the minimum technical score indicated in the EoI.

#### **D. Datasheet**

<b>A. General</b>	
1	<p>Project: <b>"Conduct Training and Capacity Building of selected 100 gram panchayat level Biodiversity Management Committees (BMCs) in Ranchi District, Jharkhand"</b></p> <p>Period of engagement/ empanelment – <b>03 months</b></p>
2	Financial Proposal to be submitted together with Technical Proposal: Not required in this EoI
<b>B. Preparation of Proposal</b>	
4	<p>This EoI has been issued in the English language. The EoI can be downloaded from the website: <a href="https://jbb.jharkhand.gov.in">https://jbb.jharkhand.gov.in</a>. Member Secretary, Jharkhand Biodiversity Board reserves the right to modify/ relax any part of the EoI/ bid prior to the submission data and time. Any such changes will be published on the website as corrigendum and the participant bidders are supposed to take the corrigendum also into account prior to bid submission. Interested parties are advised to regularly check the website for any updates regarding this matter.</p> <p>Proposals shall be submitted in English language and all correspondence exchange in regard to the proposal/contract shall be in English language.</p>
5	<p>The proposal shall comprise of the following:</p> <p><b>1<sup>st</sup> inner envelope with Technical Proposal</b></p> <p>(1) Technical Proposal including technical proposal submission Form</p>

	<p>(both as hard copy and in soft copy either in USB drive. The soft copy should be non-protected)</p> <p>(2) Reference documents duly signed and stamped</p> <p><b>Completeness of bid offer</b></p> <p>The bidder is expected to examine all instructions, forms, terms &amp; conditions and specifications in the EoI document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the EoI document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the EoI document is not given therein, or if particulars asked for the Forms/Performa in the EoI are not fully furnished.</p>
6	Proposals must remain valid for 3 months after the proposal submission deadline.
<b>C. Submission, Opening and Evaluation</b>	
8	<p><b>Earnest Money Deposit (EMD)</b></p> <p>The Earnest Money Deposit (EMD) is ₹25,000 must be deposited through a Demand Draft in favour of the Member Secretary, Jharkhand Biodiversity Board, payable at Ranchi.</p> <p>The EMD of unsuccessful bidder shall be refunded only after finalization of the empanelment process.</p> <p>The EMD of Rs. 25,000/- deposited by the agency will be returned after completion of empanelment process. EMD will be refunded to the successful bidder to whom the work orders to be issued upon submission of the required Security Deposit, prior to the issuance of the work order.</p> <p>The EMD will also be released if the bid is cancelled or bid validity is extended by the client and not accepted by the bidder. The EMD will be forfeited on account of the following reasons:</p> <ul style="list-style-type: none"> <li>(a) Bidder withdraws its proposal during bid validity period</li> <li>(b) Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.</li> <li>(c) Finally, selected bidder disagrees to sign the contract and commence the work within the stipulated timeline.</li> <li>(d) If the selected bidder fails to submit the performance bank guarantee.</li> </ul>
9	<p>The Service Provider must submit:</p> <p>(a) Technical Proposal: The Bidder shall submit Technical Proposal (together with originals/ copies of Documents required to be submitted in pursuant to this EoI) ". <b>Following documents to be submitted along with technical proposal</b></p> <ul style="list-style-type: none"> <li>a) EoI Fee</li> <li>b) Earnest Money Deposit</li> </ul>

	<p>c) Copy of certificate of Incorporation/Registration</p> <p>d) Copy of PAN, GSTIN registration,</p> <p>e) Copy of IT return for last two Financial years 2022-23 and 2023-24 In case of financial statement of FY 2023-24 being under audit, average turnover of the previous two financial years which have been audited i.e. 2021-22 &amp; 2022-23 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2023-24 to establish that average turnover of said years is Rs 75.00 lakh (Seventy five lakh only).</p> <p>Organization may submit Copy of Financial Statement (Balance Sheet and Profit and Loss Statement), CA certified turnover statement in place of IT return. Provisional certificate for FY 2023-24 needs to be provided in case the financial audit report of the organization is to be finalized.</p> <p>f) Power of attorney/letter of authorization from the firm in favour of the person signing the bid on behalf of the service provider</p> <p>g) EoI Acceptance Letter – Declaration that the bidder has accepted all the conditions stipulated under the EoI including the contract document.</p> <p>h) Copy of contract/ completion certificate of the assignments duly signed and stamped, which are proposed to justify the eligibility of the service provider</p> <p>i) Undertaking in the official letterhead duly signed by the authorized representative for not having been blacklisted by any Central/State Government/Any autonomous bodies/International and National Organization on the date of submission of bid.</p> <p>Note: All Documents submitted above should be duly signed and stamped</p> <p>The proposal complete in all respect must reach the undersigned by Speed Post/Registered Post/Courier/By hand by the deadline in sealed envelope clearly mentioning on the top of it “Empanelment of Agency to <b>Conduct Training and Capacity Building of selected 100 gram panchayat level Biodiversity Management Committees (BMCs) in Ranchi District, Jharkhand</b>”.</p> <p>Ambiguous bids will be out rightly rejected. Bids not accompanied by desired documents, would be rejected. Undertaking of subsequent submission of any of the above document will not be entertained.</p>
10	<p>Proposal Submission Deadline:</p> <p>The Proposals must be submitted no later than: Date: 18<sup>th</sup> June, 2025</p> <p>Time: 3.30 PM</p> <p>Any proposal received beyond the aforesaid deadline (date and time) will be rejected.</p>
11	Technical presentation by bidders – will be informed to the shortlisted agency/ies
12	<p>The Proposal submission in hard copy address is:</p> <p>The Member Secretary, Jharkhand Biodiversity Board, 1<sup>st</sup> Floor, 138/C, Vidhyalya</p>

	Marg 'C', Ashok Nagar, Ranchi – 834002 (Jharkhand)
13	The Proposal must be submitted to the address of Jharkhand Biodiversity Board latest by 3.30 PM (time) of 21 <sup>st</sup> January, 2025 (Date).

**20. Criteria for essential/minimum eligibility (Please read it with clause 5 of this EoI)**

Sl. No.	Minimum Requirement	Description	Documents Required
1.	The organization should be a legal entity and should be in business for more than 10 years.	<p>a) Eligible entity <b>Should be a single legal entity</b> registered in India (i) registered under the Companies Act/ (ii) agency registered under the relevant and prevailing law relating to partnership in India/ (iii) agency registered under the Indian Trusts Act, Societies Registration Act, 1860, <b>Note: Bidding in consortium is not allowed</b></p> <p>b) Continuously in operation for the last 10 years as on 31<sup>st</sup> March 2025.</p>	Self attested copy of Certificate of incorporation/ Registration Certificate, GST registration- PAN of the Agency.
2.	Experience	(a) Organization should have experience of carrying out minimum of 2 numbers of such similar natures of projects works with consulting fees of more than Rs 20.00 lakhs (Rupees Twenty Lakhs only) each.	Copy of Work order/Contract with detailed scope of work enlisting the requirement under (b) and (c) and value of contract duly attested by the Signatory authority (The work order without details of the scope of work will not be considered)
3.	Earnest Money Deposit (EMD)	The applicant should furnish, as part of its proposal, an Earnest Money Deposit EMD of Rs. 25,000 (Rupees Twenty five thousand only) in the form of Demand Draft in favour of Member Secretary, Jharkhand Biodiversity Board payable at Ranchi.	Online Mode
4.	Human Resource	The team should possess required number of experts as specified in the EoI	CV of team members as proposed
5.	Turn Over	Should have an average turnover of Rs 25.00 lakh (Rupees Twenty five lakh only) in three preceding years.	CA certificate

Sl. No.	Minimum Requirement	Description	Documents Required
6.	Blacklist	Should not have been blacklisted by any Department of Government of India or State Governments/ PSUs/ any govt. body or enterprises.	Undertaking in the form of affidavit.
7.	The detailed criteria for evaluation of specific experience of the Service Provider (as a firm) relevant to the Assignment is outlined in the EoI.  The minimum technical score (St) required to qualify is: 60 Marks		
D. Performance Guarantee			
10.	<b>Performance Bank Guarantee</b>  The successful bidder shall submit a Performance Guarantee of Rs.50,000/- in the form of a Bank Guarantee. The performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The Performance Guarantee shall be returned, after the successful completion of the assignment by the Service Provider. The Performance Security may be invoked by the Department in case of failure of bidder to adhere to the terms & conditions of the contract.		
11.	<b>Non-Transfer of Bid/ assigned Work</b>  Neither the contract nor any rights granted under the contract may be sold, leased/sublet assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease assignment or otherwise transfer shall be void and of no effect.		
12.	<b>Corrupt and Fraudulent Practices</b>  The Department/ JBB will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event. Any attempt by bidder to bring pressure towards Jharkhand Biodiversity Board (Clients) decision making process, such bidders shall be disqualified for participation in the recent RFP/bid/ EoI and those bidders may be liable to be debarred from bidding for JBB RFPs/EoIs/ Tenders in future for a period of three years.  Upon verification, evaluation/ assessment, if in case any information furnished by the bidder is found to be false/ incorrect, their total bid shall be out rightly rejected and no correspondence on the same, shall be entertained. Further, EMD/ Bank guarantee shall also be forfeited/ invoked.		
13.	<b>Empanelment</b>  Only agency/ies that achieve a minimum score of 70% based on the technical evaluation followed by the presentations will be eligible for consideration for empanelment.  Note: Empanelment of the agency does not guarantee allocation of work and no		



Sl. No.	Minimum Requirement	Description	Documents Required
	claims can be made in this regard.		
14.	<b>Letter of Award and Contract Agreement</b>  The Client will issue a Letter of Award (LoA) to the selected/ potential successful bidder mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties. The contract agreement will be signed within one weeks of issue of LoA after submission of the Performance Security as failing which the Jharkhand Biodiversity Board reserves the right to take appropriate decision.		

## 21. Manpower resource requirement

S. No.	Position	Number	Educational Qualification and Experience	Job Description
1	Team Leader	01	<p><b>Educational Qualification:</b> Bachelor's/ Master's/ Doctoral degree</p> <p><b>Years of experience:</b> More than 5 years of professional experience</p> <p><b>Relevant Project Experience:</b></p> <ul style="list-style-type: none"> <li>(a) Experience of such/similar projects as required in this EoI.</li> <li>(b) Experience of managing projects with state/central government</li> <li>(c) Experience of assignment relating to training and capacity building of rural communities.</li> <li>(d) Notable skill of data analysis, reporting/ documentation and presentation.</li> <li>(e) Should have knowledge about the topic covered in para 4A.</li> </ul>	<ol style="list-style-type: none"> <li>1. Responsible for overall project planning and management, finalization of evaluation framework in consultation with JBB.</li> <li>2. Develop relevant tools, provide technical inputs at various stages, coordination with experts, quality check and quality assurance of the deliverables and final submission of all deliverables.</li> <li>3. Periodic reporting before the JBB</li> </ol>
2	Agro-biodiversity Expert	01	<p><b>Educational Qualification:</b> Bachelor's/ Master's/ Doctoral degree</p> <p><b>Years of experience:</b> More than 5 years of professional experience</p> <p><b>Relevant Project Experience:</b></p> <ul style="list-style-type: none"> <li>(a) Experience of similar type of projects with specific to central/state govt. schemes programme.</li> <li>(b) Experience of assignment relating to training and capacity building of rural communities</li> </ul>	<ol style="list-style-type: none"> <li>1. Responsible for Development of relevant tools and framework for undertaking the study work.</li> <li>2. Undertaking field visits and guide all the experts in undertaking field work.</li> <li>3. Consultation with the Divisional Forest Officers, other Forest Officers, at the field and the Headquarters</li> </ol>

S. No.	Position	Number	Educational Qualification and Experience	Job Description
			<p>(c) Experience of working in the areas of rural development, social/ community mobilization and forestry.</p> <p>(d) Should have knowledge about the topic covered in para 4A.</p>	members of BMCs and JFMCs and experts of other departments.
3	Forestry/ Botany/ Zoology or allied subject Expert	01	<p><b>Educational Qualification:</b> Bachelor's/ Master's/ Doctoral degree in forestry</p> <p><b>Years of experience:</b> More than 10 years of professional experience</p> <p><b>Relevant Project Experience:</b></p> <p>(a) Notable experience of undertaking/managing forestry and wildlife and biodiversity related assignments</p> <p>(b) Justifiable experience of forestry biodiversity and wild life related schemes and programmes implemented by state forest departments / MoEFCC.</p> <p>(c) Experience of managing projects with state/central government</p> <p>(d) Should have knowledge about the topic covered in para 4A.</p>	<ol style="list-style-type: none"> <li>1. Supporting expert in development of relevant tools and framework for undertaking the work.</li> <li>2. Supporting MIS Expert in documenting in the activities undertaken.</li> <li>3. Undertaking field visits and guide the field evaluators in undertaking field work.</li> <li>4. Consultation with Forest Officers and other stakeholders</li> </ol>
4	<b>Field coordinator</b>	2	<p><b>Educational Qualification:</b> 10+2/ Intermediate/ Graduate</p> <p><b>Relevant Project Experience:</b> Having 5 years experience working in the grass root/ village level. Experience in social mobilization.</p>	<ol style="list-style-type: none"> <li>1. Coordinate with the target group for training and capacity building.</li> </ol>

**Note:**

1. The Team Leader to be supported by **Field Evaluators** to be engaged by the Agency.
2. All the experts and Team leader should have knowledge of speaking and reading Hindi scripts.
3. If at any point in time, it appears that a resource is not up to the mark, a replacement will be demanded in written and will need to be complied within 2 weeks.
4. The number of teams to be constituted for field works and number of persons to be engaged is to be decided by the Agency with a condition of presence of overall team comprising the above qualified members for overseeing the field and documentation works.

## 22. Technical Evaluation Criteria

S. No.	Evaluation Criteria	Maximum Marks
A	Specific organizational experience of the bidder (as a firm)	30
B	Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (TORs)	30
C	Resource qualifications and competence for the assignment	20
D	Presentation on technical proposal by the proposed team leader of the bidding organization	20
<b>Cumulative Score</b>		<b>100</b>

**Note: The minimum qualifying technical score (St): 60 Marks**

### A. Criteria for assessing organizational experience (Maximum marks: 30)

S. No.	Evaluation Criteria	Maximum Marks (30)	Scoring Pattern	Marks
Organization profile (Total Marks -5)				
1	Year of experience	1	11-15 years	0.5
			More than 15 years	1
2	Regional Experience	2	No experience of working in Jharkhand	0
			1-5 projects	1
			More than 5 projects	2
3	Turnover across last five Years	1	Rs. 25 lakh – 50 lakh	0.5
			> Rs. 50 lakh	1
4	Experience of working with state and central govt.	1	No project	0
			1-5 projects	0.5
			> 6 projects	1
Experience of similar type of Assignments (25 marks)				
1	Experience of biodiversity, forestry or similar related assignment with number of projects.	10	1 to 3 projects	2
			4 to 6 projects	5
			7 to 10 projects	8
			More than 11 projects	10

S. No.	Evaluation Criteria	Maximum Marks (30)	Scoring Pattern	Marks
2	Experience of conducting training and capacity building of rural communities/ panchayat bearers or similar nature of work mentioned in this EoI with number and contract value of projects.	5	2 numbers of such assignments assignments with contract value of more than Rs. 10.00 Lakhs/assignment OR Single such type of assignment with contract value of more than Rs.20.00 Lakhs /assignment	2
			3 numbers of such assignments assignments with contract value of more than Rs. 10.00 Lakhs/ assignment OR 2 numbers of such assignments assignments with contract value of more than Rs. 15.00 lakh /assignment OR Single such assignments with contract value of more than Rs.30 lakhs /assignment	3
			4 numbers of such assignments assignments with contract value of more than Rs.10.00 lakh/assignment OR More than 2 number of such assignments with individual contract value of more than Rs. 20.00 lakh/assignment OR Single such assignments with contract value of more than Rs.40.00 lakh/assignment	5
3	Experience of assignments related to forestry and/or wild life sector or biodiversity or similar topic	5	Single project	1
			2 projects	3
			3 or more projects	5

S. No.	Evaluation Criteria	Maximum Marks (30)	Scoring Pattern	Marks
4	Experience of such assignments related to state govt. programmes/ schemes specifically for state/central govt. departments	5	Single project	1
			≥ 2 projects	2
			≥ 4 projects	3
			≥ 5 projects	4
			≥ 6 projects	5

**Note**

1. Experience of organization will only be considered for organizational scoring section, individual or resource person experience won't be accounted for the same.
2. Experience without supporting work order/contract will not be considered as a valid claim.
3. Contract/ work order without proper reference of the value of contract wherever required and scope of work towards demonstrating the relevance will not be considered as a valid claim.

**B. Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (TORs) (Maximum marks: 30)**

Sl.	Evaluation Criteria	Maximum Marks (20)	Scoring Pattern	Marks
1	Approach and Methodology	25	Section A. Understanding of the project, project objective and secondary literature review	2.5
			Section B. Approach and Methodology for execution of task as outlined in the ToR, including resource mobilization, tools and method to used for the work.	20
			Envisaged risk and addressal methodology based on the bidder's experience of similar assignment.	2.5
2	Organization and Staffing structure	2.5	Detailed organizing staffing with brief outline of individual roles and responsibilities as against each staff/ resource / expert proposed. A separate table under organizational staffing should clearly indicate the number of field days for each of the resources.	2.5
3	Work plan	2.5	Detailed work plan in form of Gantt chart	2.5

**C. Resource qualifications and competence for the assignment (Maximum marks : 20)**

Sl.	Position	Max. Marks (20)	Scoring Pattern	Total Marks	Marks
1	Team Leader	5	Experience of $\geq 2$ years of training and capacity building on different issues including the subject matter of this EoI.	3	1
			Experience of $\geq 4$ years of training and capacity building on different issues including the subject matter of this EoI.		2
			Experience of $\geq 5$ years of training and capacity building on different issues including the subject matter of this EoI.		3
			Experience of $\leq 2$ years of training and capacity building on different issues including the subject matter of this EoI.	2	1
			Experience of $\geq 3$ projects related to biodiversity, forestry and wildlife		2
2	Agro biodiversity expert	5	Experience of $\geq 2$ and $\leq 5$ years of training and capacity building on different issues including the subject matter of this EoI.	5	3
			Experience of $\geq 6$ years of training and capacity building on different issues including the subject matter of this EoI.		5
3	Forestry/ Botany/ Zoology or allied subject Expert	4	Cumulative experience of $\geq 3$ and $\leq 4$ assignments related to forestry / wildlife/ biodiversity	3	1
			Cumulative experience of $\geq 5$ assignments related to forestry / wildlife/ biodiversity		3
			Experience of working with state forest department's/ JBB/ MoEFCC	1	1
4	Field Coordinators	6 (3 mark each for each Coordinator)	Cumulative experience of $\leq 2$ years of assignments related to forest-biodiversity / climate and wildlife and assignment similar to this EoI	2	4



Sl.	Position	Max. Marks (20)	Scoring Pattern	Total Marks	Marks
			Cumulative experience of $\geq 3$ assignments related to forest-biodiversity/ climate/ wildlife assignment and assignment similar to this EoI	3	6

**Note:**

1. CV should avoid unnecessary and non-relevant assignments for which no marks are assigned.
2. CV should not be more than 4-5 pages (in font size of not less than 11). Information in addition to 5 pages per CV will not be considered for evaluation.
3. CV should clearly indicate the proficiency of the team members in reading and speaking in Hindi.

**D. Technical Presentation (20 marks)**

Presentation on technical proposal by the proposed Team Leader of bidding organization.

**4. Technical Proposal – Standard Forms**  
**FORM TECH-1**  
**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location,  
Date]

To

The Member Secretary,  
Jharkhand Biodiversity Board  
138/C, Ashok Nagar, Ranchi

Dear Sir/Madam

We, the undersigned, offer to provide the project management service services for **"Empanelment of Agencies to Conduct Training and Capacity Building for a total of 100 (One hundred) selected Gram Panchayat-Level Biodiversity Management Committees (BMCs) from Ranchi, Simdega, Dumka and West Singhbhum District, Jharkhand"** in accordance with your Expression of Interest dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- c) We have no conflict of interest in accordance to conflict of interest clause specified under "Instruction to service provider"
- d) We meet the eligibility requirements and we confirm our understanding of our obligation to abide by client's policy in regard to corrupt and fraudulent practices.
- e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment as informed.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service Provider (Organisation's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

## FORM TECH-2

### SERVICE PROVIDER'S ORGANIZATION AND EXPERIENCE

#### A. Establishment of Essential eligibility

The service provider needs to justify the eligibility of the organization in line with the criteria of essential eligibility outlined under clause 12 of the Datasheet.

Criteria of Essential Eligibility	Justification of experience to substantiate the eligibility	Documents submitted to substantiate the claim

#### B. Service Provider's Organization

1. Provide here a brief description of the background and details of the organization
2. Include organizational chart

#### C. Service Provider's Experience

1. List only previous similar assignments successfully completed in the last 10 years or more
2. List only those assignments for which the Service Provider's Organisation was legally contracted by the concerned Client as an organisation. Assignments completed by the Service Provider's individual experts working privately or through other organisation cannot be claimed as the relevant experience of the Service Provider, or that of the Service Providers partners or sub-contractor but can be claimed by the Experts themselves in their CVs. The Service Provider should be prepared to substantiate the claimed experience by presenting copies of relevant documents (Contract/completion report) and references along with the proposal, duly signed and stamped.

The service provider needs to provide a synopsis of the relevant projects successfully completed by the service providers in accordance to the table below:

Sl.	Assignment Name	Name of the client	Approx. value (in Rs)	Brief deliverable	Output

[Using the format below, provide information on each assignment for which your organisation, and each associate for this assignment, was legally contracted as an entity or as one of the organisations within an association, for carrying out services similar to the ones requested under this assignment. Maximum 20 pages.]

Assignment name:	Approx. value of the contract (in Rs)
Country:  Location within country:	Duration of assignment (months)
Name of Client:	Total No of staff-months of the assignment:
Address of the Client:	Approx. value of the services provided by your firm under the contract(in Rs)
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated service provider:
Name of associated firm, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

## FORM TECH-3

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONSE TO THE TERMS OF REFERENCE

Form TECH-3: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training.

{Suggested structure

a) Technical Approach and Methodology

b) Work Plan

c) Organization and Staffing}

**Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. **Please do not repeat/copy the TORs in here.**}

**Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here}

**Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

## FORM TECH-4

### WORK SCHEDULE AND PLANNING FOR DELIVERABLES

No	Deliverable	Months								
		1	2	3	4	5	6	7	8	Total
D-1										
D-n										

1. List the deliverables with the breakdown for activities required to produce them. For phased assignments, indicate the activities separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.
4. The rows and columns are not fixed and can be increased or decreased based on the service provider discretion

**FORM TECH-5**  
**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., Team Leader}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position.	Summary of activities
	Contact information for references	performed relevant to the
		Assignment

**Membership in Professional Associations and Publications:** .....

**Language Skills (indicate only languages in which you can work):**.....

**Adequacy for the assignment**

**Detailed Tasks Assigned on Service  
Provider's Team of Experts:**

**Reference to Prior Work/Assignments  
that Best Illustrates Capability to  
Handle the Assigned Tasks**

{List all deliverables/tasks as in TECH- 5 in  
which the Expert will be involved}



**Expert's contact information: (e-mail ....., phone.....)**

**Certification:** I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

		{day/month/year}
Name of Expert	Signature	Date

		{day/month/year}
Name of the authorised representative of the service provider	Signature	Date