

**HARYANA FOREST DEVELOPMENT CORPORATION LTD.  
(A Government of Haryana Undertaking)**



**EXPRESSION OF INTEREST FOR PREPARATION OF  
DETAILED PROJECT REPORT (DPR)**

**Haryana Forest Development Corporation Ltd.**

**(A Government of Haryana Undertaking)**

**Forest Complex, Sohna Road, Near Courts, Gurugram-122001**

**Tel : 0124-2305348; E-mail:gm.gurgaon@hfdc.gov.in**

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# Haryana Forest Development Corporation Ltd.

(A Government of Haryana Undertaking)

Forest Complex, Sohna Road, Near Courts, Gurugram-122001

Tel : 0124-2305348; E-mail:gm.gurgaon@hfdc.gov.in

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No.

Dated

## PRESS NOTICE

### EXPRESSION OF INTEREST FOR PREPARATION OF DETAILED PROJECT REPORT (DPR)

Haryana Forest Development Corporation Ltd. (HFDC) has taken 1100 acres of land on lease from Irrigation & Water resources Department, Haryana for 10 years at Masani Barrage in District Rewari, Haryana. Besides this, HFDC has also taken 250 acres of land on lease from village panchayats of Musedpur, Garhi Nathe Khan, Palari and Mehchana in Farukhnagar block of District Gurugram (Gurgaon) for 15 years. Expression of Interest is invited from interested, eligible, experienced and reputed organisations/institutions/consultancy firms/companies for preparation of a Detailed Project Report (DPR) for HFDC suggesting ways and means so that HFDC may earn maximum revenue from the lands. The last date for submission of proposals was 05.12.2017 at 3.00 pm. The date for submission of proposals has been extended till 20.12.2017 at 3.00 pm. The proposals may be submitted in sealed envelopes so as to reach this office by 3.00 pm on December 20, 2017 and will be opened on December 21, 2017 at 3.00 pm. The detailed terms and conditions can be obtained from office of undersigned from December 20 2017 upto 2.00 pm or downloaded from the website of HFDC – [www.hfdc.gov.in](http://www.hfdc.gov.in).

**General Manager  
HFDC Ltd., Gurugram**

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## **EXPRESSION OF INTEREST FOR PREPARATION OF DETAILED PROJECT REPORT (DPR)**

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Interested agencies may submit their Technical and Financial proposals in separate sealed covers to General Manager, Haryana Forest Development Corporation Ltd., Forest Complex, Sohna Road, Near Courts, Gurugram -1220001 (Haryana) upto 20<sup>th</sup> December 2017 by 1500 hrs. Cost of EOI Document: Rs. 1000/- (Rs. One Thousand only) - Non-refundable;

EMD: Rs. 1.00 lacs (Refundable).

The financial bid must include value inclusive of all taxes.

The RFP document may be obtained from the Regional office, Gurugram of HFDC Ltd. from 11.12.2017 to 20.12.2017 between 9.00 hrs and 17.00 hrs and upto 14.00 hrs on 20.12.2017 on any working day on payment of non-refundable document fee of Rs. 1000/- in the form of Demand Draft favoring Haryana Forest Development Corporation Ltd. or on cash payment. The document can also be downloaded from website of HFDC i.e. [www.hfdc.gov.in](http://www.hfdc.gov.in). Applicants submitting the downloaded version would be required to pay the cost of documents along with the application. The EOI documents sent by post shall reach at the above said address before the prescribed date and time. HFDC shall not be responsible for any kind of delay whatsoever.

The amendments, if any, will be hosted on the website only. **The bids shall be submitted in a spiral bound form with proper page numbering and indexing.**

The important dates and time related to EOI are mentioned below:

1. Issue of EOI documents : 11.12.2017 to 20.12.2017
2. Closing of sale of EOI documents : 20.12.2017 at 14.00 hrs
3. Last date and time of submission of bids : 20.12.2017 at 15.00 hrs
4. Opening of bids : 21.12.2017 at 15.00 hrs

The office at which EOI documents can be obtained is given under:

**General Manager**  
**Haryana Forest Development Corporation Ltd.**  
**(A Government of Haryana Undertaking)**  
**Forest Complex, Sohna Road, Near Courts, Gurugram-122001**

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## **EXPRESSION OF INTEREST FOR PREPARATION OF DETAILED PROJECT REPORT (DPR)**

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### **1. INTRODUCTION**

The Haryana Forest Development Corporation Limited was incorporated on 7<sup>th</sup> December, 1989 under the Companies Act, 1956, as a wholly owned Government Company. HFDC is a Haryana Government Undertaking incorporated under Companies Act in the year 1989. It has been carrying out various activities like assessment of trees, carrying out felling of trees in forest and non-forest areas, fixes minimum purchase price of trees, sale of wood, plantation on government and private lands, manufacturing and supplying of poly bags and woven bags, manufacturing and supplying barbed wire, procurement and supply of concrete and wooden fence posts, tree guards, insecticides, pesticides, paint, charcoal etc. HFDC also provide services like landscaping and plantations on contractual basis, consultancy regarding participatory natural resource management, environment conservation and women empowerment.

HFDC has also taken up eco-tourism activities in the state. Of late, eco-tourism facilities at erstwhile Bharat Yatra Kendra, Bhondsi (District Gurugram) and Masani Barrage (District Rewari) have been handed over to HFDC for operationalization and management purposes. HFDC is establishing Golden Jubilee Nature Camps by creating facilities at three Centres viz. Bhondsi (District Gurugram) and Masani Barrage (District Rewari) by creating various forestry related facilities for nature education and camping purposes like Herbal Gardens, Cactus Garden, Nature Interpretation Centre, Forest Museum, Nature Trails, Camping Area etc.

The main objectives of the Corporation as per Memorandum and Articles of Association are as under:

1. To assure reasonable prices to the farmers for their standing trees and other forest produce.

2. To generate employment opportunities in rural areas.
3. To increase financial status of farming and labour community.
4. To promote development of forest based and allied industries.
5. To stabilize timber and fuelwood prices in open market.
6. To protect the forest producer from exploitation of the middlemen and safeguard the interest of the consumers by undertaking proper and scientific exploitation of the forest resources of the State and if necessary outside it, in order to obtain maximum financial return thereof.
7. To transfer related technology to farmers.
8. Tree felling and wood extraction from Government forests earmarked to the Haryana Forest Development Corporation Limited, development of forests and raising plantations.

Besides the above, there are 45 other objectives ancillary or incidental to the attainment of the main objectives of the Company and also 10 other objects.

## **2. BACKGROUND**

Haryana Forest Development Corporation Ltd. (HFDC) has taken 1100 acres of land on lease from Irrigation & Water resources Department, Haryana for 10 years at Masani Barrage in District Rewari, Haryana. Besides this, HFDC has also taken 250 acres of land on lease from village panchayats of Musedpur, Garhi Nathe Khan, Palari and Mehchana in Farukhnagar block of District Gurugram (Gurgaon) for 15 years. The detail of sites is given below:

### **a. Masani Barrage (Rewari):**

Masani Barrage was constructed by Irrigation Department, Haryana on Sahibi River during late 1970s near Dharuhera in district Rewari of Haryana State at National Highway No. 8. The seasonal river Sahibi has its origin in Rajasthan and used to cause heavy floods during rainy season in Haryana state in Rewari and Gurgaon districts during 1970s and this Masani Barrage was constructed. But due to construction of dams in Rajasthan portion, no water is coming to Haryana since its construction. Some part of land is lying as waste land and some part used to be leased out to farmers for agriculture. Some part of unutilized land was transferred to Haryana Forest Department for Herbal Garden and Nature Camp.

According to Irrigation Department's Rewari office data, the brief facts about the land at Masani Barrage near Dharuhera are given below:

<b>Sr. No.</b>	<b>Particulars of land</b>	<b>Area (Acres)</b>
1.	Total land acquired for Masani Barrage	1677.00
2.	Land for embankments (Bund) - (notified Protected Forest)	479.00
3.	Multipurpose usages - now vacant	91.00
4.	Reservoir area	1107.00
5.	Land for multipurpose usages transferred to NHAI	9.14375
6.	Land for multipurpose usages transferred to Forest Department	22.57
7.	<b>Balance land of Irrigation Department lying vacant/ leased out to farmers</b>	<b>1166.00</b>

It is evident from the above figures that out of total area of 1677 acres, the area on the bund measuring 479 acres is notified as Protected Forest. An area of 22.57 acres has been transferred to Forest Department by Irrigation Department for development of Herbal Park & Nature Camp in the year 2012. Forest Department developed some facilities at site e.g. Forest Rest House and loghuts. Late recently, the management and operation of the facilities at Masani Barrage has been transferred to HFDC in October 2015 and HFDC is further carrying out repair and maintenance works at the site. Out of 22.5 acres, 5.00 acres has been designated for workshops and about 15 acres for Nature Camp. The Herbal Garden, Herbal Gyan/Chetna Kendra and nursery of medicinal plants will be established on 15-acre portion which has been fenced with boundary wall.

A project for conservation of medicinal plants of arid and semi-arid regions has been prepared by HFDC has been approved by National Medicinal Plant Board to be implemented on Protected Forest bund. The balance land about 1100 acres has been leased out to HFDC by Irrigation Department for 10 years @ Rs. 12000/- per acre per year. A project submitted to Ministry of Agriculture and Farmers Welfare, GOI has been approved under Sub-Mission on Agroforestry for 200 ha area.

HFDC envisages to develop this Centre as hub of various forestry activities and planning to establish following facilities for nature lovers:

1. Establishment of Herbal Garden & Gyan/Chetna Kendra
2. Nursery of forestry, medicinal and aromatic plants
3. Nature Camp facilities like loghut and tents
4. Forest Rest house
5. Nature Education & Awareness Centre
6. Nature Interpretation Centre-cum-Museum
7. Cactus Garden
8. Furniture unit /Timber Value addition workshop
9. Nursery Bags factory
10. Tree Guards manufacturing workshop
11. Skill Development Centre in Forestry
12. Cultivation and processing of medicinal plants
13. Protective cultivation of organic vegetables and also under agroforestry
14. Organic farming models
15. Farm Tourism Models
16. Timber Depot and sawmills
17. Agroforestry models for arid/semi-arid regions

**Restriction on the land:**

Since the area is located within river course of Sahibi River, permanent structures cannot be constructed on the land. While suggesting suitable options, applicants must keep this factor in view.

**Advantage of site:**

The site is located on National Highway No. 8 just 75 kms from Delhi. The land belongs to the Haryana Government and was partly utilised by farmers and rest was lying as waste land. The land lies in the river bed of Sahibi which was seasonal river since 1980s but due to construction of dams in Rajasthan state, no water is coming in the river. Now it is a dry river course. The quality of ground water is very good. The soil is sandy to sandy loam and suitable for cultivation of trees and crops of arid and semi-arid regions.

Government is planning to bring the Sewer Treated water of IMT, Bawal and Municipal Council, Rewari & Dharuhera to this site. The water can be efficiently utilized for agroforestry purposes. The site is located on NH-8 and near Nature Camp and is having potential for farm



tourism also. The project will benefit the local people a lot by way of involving them in various agroforestry and tourism activities.

The site is located on the Golden Triangle tourism map of India, therefore, it is having a high potential for tourism also. The site is accessible from all sides so that farmers may see the demonstration models. HFDC has also having facilities for capacity building and training for farmers/tree growers at Nature Camp.

**B. Musedpur/Garhi Nathe Khan, Palari and Mehchana, District Gurugram, Haryana:**

These three villages are located in Farukhnagar Block of District Gurugram and are contiguous to each other. The village common lands i.e. Panchayat lands of these villages having area of about 250 acres were full of pure patch of *Procopis juliflora*. The road to Pataudi town also passes through these Panchayat lands. Due to high density of *Procopis juliflora*, these panchayat lands were house of various crimes. Therefore, Gram Panchayats of these villages approached HFDC to carry out auction of these trees and also submitted a resolution for leasing out the land after felling of trees to HFDC for agroforestry models. HFDC has carried out auction of *Prosopis juliflora* and has given all the income to village Panchayat after keeping 10% as HFDC charges. The total Panchayat area of these villages is given below:

1. Musedpur : 50 acres
2. Garhi Nathe Khan : 50 acres
3. Palari : 100 acres
4. Mehchana: 50 acres

**Total : 250 acres**

HFDC has taken these lands on lease @ Rs. 10000/- per acre per year for 15 years. Project submitted under Sub-Mission on Agroforestry has also been approved by Ministry of Agriculture & farmers Welfare, GOI.

**Advantage of sites:**

There are some abandoned buildings in the Panchayat land which will be repaired and will be used for administrative purposes. The site is located on Farukhnagar – Patuadi road and approachable easily. The ground water quality is good due to a canal passes within the project area. There is one water works of Public Health Department located within the project area due

to which the quality of ground water has improved. The soil is very sandy loam. Due to Panchayat land which has not been cultivated and most suitable for organic farming under agroforestry.

### **3. OBJECTIVES AND PURPOSE OF DPR**

Since HFDC has taken these lands on lease basis i.e. Rs. 12000/- per acre per year at Masani Barrage (1100 acres for 10 years), District Rewari and Rs. 10000/- per acre per year for Panchayat lands (250 acres for 15 years) in district Gurugram. HFDC will also be incurring expenditure on fixed assets like fencing, irrigation systems, buildings etc. Therefore, HFDC will be interested that suitable revenue earning options are suggested in the detailed project report including cost: benefit for the land taken on lease.

### **4. SCOPE OF WORK & TERMS OF REFERENCE (TOR)**

- a) Preparation of DPR by suggesting suitable revenue earning options for HFDC for both the sites mentioning the cost: benefit from the lands taken during lease period.*
- b) Preparation of separate DPRs for both the sites.*

### **5. INSTRUCTIONS TO BIDDERS**

1. The bidder shall bear all the costs associated with the preparation and submission of his bid, and HFDC will, in no case, be responsible or liable for such costs.
2. The bidder shall submit the Cost of Document (Rs. 1000/- in the form of DD/cash receipt), EMD (Rs. 1.00 lac in the form of DD), Technical Bid (full document) and the Financial Bid in the prescribed format.

**Part I** - This shall be named as Technical Bid and shall comprise of:

- a. **Envelope-I:** The EMD (Rs. 1.00 lac in the form of DD) and cost of document (Rs. 1000/ in the form of DD of cash receipt) placed in Envelope-I mentioning EMD and Cost of EOI document.

Bid Security/EMD (Earnest Money Deposit) for an amount mentioned above shall have to be deposited in the form of a Demand Draft in favour of Haryana Forest Development Corporation Ltd. payable at Gurugram. If the EOI document is downloaded from the website of the Corporation, Demand Draft for cost of EOI document should also be placed

along with EMD in one envelope. For documents purchased from the Regional office, the receipt of same shall be placed in the envelope. The Government organisations/undertakings shall be exempted from cost of EOI document and EMD.

**The bids not accompanied by EMD and Cost of EOI Document, unless exempted, shall be summarily rejected.**

- b. **Envelope-II- Full EOI Document duly filled and signed at required places along with required documents:** Technical bid needs to be enclosed in separate envelope marked Envelope-II, super scribing 'Technical Bid' containing required information Affidavit on a Stamp Paper, duly attested by the Notary Public that the information furnished with documents is correct and all the terms and conditions are acceptable without any condition (**format enclosed**)

- i) Undertaking for bid validity upto 6 months (**format enclosed**) to be given on the letter head of the firm/agency.

The envelope shall be properly sealed after placing the Technical Bid in it. It should not be stapled with pins or shall not be submitted in opened condition.

Bids lacking any of the above requirements will be considered as non-responsive or disqualified and their financial bids will not be opened. No request for submission of any lacking document at the time of bid opening or later shall be considered.

The bidders are advised to bring original copies of certificates or supporting documents so that in case of any confusion, copies may be verified from original documents.

**Part-II - Financial Bid:**

- c. **Financial Bid in Envelope-III:** Bidder shall quote the rates in the prescribed form for Price Bid against this EOI such that the EOI price covers bidder's all obligations and liabilities. The rates and prices quoted by the Bidder shall be inclusive of all the taxes etc. HFDC shall not pay any additional charges other than the quoted value. The envelope shall be properly sealed after placing the Financial Bid in it and mentioning name of work and date and time of opening on the envelope. It should not be stapled with pins or shall not be submitted in opened condition.
3. All the three envelopes shall be placed in one big envelope super scribing Technical and Financial Bid and mentioning name of EOI and date and time of opening of bid.

4. The properly sealed envelope containing technical and financial bid shall be put up in the box kept at the Head office of the Corporation for this purpose before the scheduled date and time mentioned in the notice. The bids can be sent by registered post but the bids sent by post should reach the Head office of the Corporation before the scheduled time and date. The bids submitted/received after the scheduled date and time shall not be considered.
5. The Financial Bids of only those bidders, who are found technically qualified/responsive, shall be opened.
6. The Financial Bids found responsive will be checked by the Technical Committee for any arithmetic errors. The errors will be corrected by the Committee Members as follows;

"Where there is discrepancy between the price in figures and words, the rate in words will govern."
7. The bidder should sign each and every page of the documents.
8. The application (s) /material (s) submitted by the bidder (s) in response to this EOI shall become the property of the HFDC.
9. Bids shall be opened in presence of bidders or their representatives at the scheduled time given in EOI. On the date of opening of the bids, the bids will be evaluated by a Committee of technical experts by seeing a PowerPoint presentation to be made by the bidders or their representatives as per "Evaluation Criteria" given at Sr. No. 10.
10. There should not be any overwriting in the Financial Bids. Bids submitted with overwriting will be summarily rejected.
11. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the committee's processing of bids or award decisions may result in the rejection of his Bid.

- a. The work order shall be issued to the successful bidder only subject to deposition of Performance Guarantee. The successful bidder has to complete the work and submit the report within stipulated time. The delay in completion of work and submission of work may lead to forfeiting of Bank Guarantee.

## **5. PERIOD OF CONTRACT**

The period of Contract for submission of Detailed Project Report as per the Scope of Work and ToR shall be as per details below:

(a)	Submission of First Draft of DPR and presentation and recording suggestions/comments of management	28 <sup>th</sup> February, 2018 by 15.00 hrs
(b)	Submission of final DPR and presentation	15 <sup>th</sup> March,2018

## **6. TYPE OF AWARD**

The award will be a Fixed Price Contract with payments for deliverables approved by Haryana Forest Development Corporation.

## **7. DELIVERABLES**

Submission of 10 copies of Reports for each site as per the Scope of Work and ToR within stipulated time.

## **8. PERFORMANCE GUARANTEE**

The successful bidder whose bid will be accepted by HFDC has to deposit Performance Guarantee @5% of the award value in the form of FDR or Bank Guarantee within given time. EMD submitted along with Technical Bid may be adjusted in Performance Guarantee on the request of the successful bidder.

## **9. PENALTY FOR DELAY**

Penalty @2% of the bid amount shall be imposed in event of delay in completion of assigned job and submission of required reports as per schedule given above, for which no justification may be provided.

## **10. QUALIFICATIONS AND COMPETENCIES EXPECTED**

The interested parties should be able to demonstrate qualifications in:

1. Technical Manpower (Forestry, Agroforestry, Agriculture, Horticulture, Tourism, Economics, Agri-business management etc.) to do field works and also to write Detailed Reports.
2. Experience of preparation of such DPRs for Government Organisations, if any.

## **8. PROPOSAL SUBMISSION REQUIREMENTS**

The interested parties should read the following proposal instructions carefully. All interested parties must provide the following

**A. Cover Letter:** A cover letter signed by a person authorized to sign on behalf of the parties.

(Use the template in Appendix A)

**B. Technical Approach:**

- A written proposal that completely and clearly presents the Interested parties concept to achieve the objectives stated in this RFP. The format, length, and style of the design proposal are choices of the parties.
- A proposed work plan with proposed implementation schedule

**C. Organizational Capabilities:** A written supplementary document presenting supporting information on the capacity of the parties to fulfill their proposal including staffing and staff skills, past experience, examples of past work and references with contact details. (Use the templates in Appendix B)

**D. Price/Cost Proposal:** A separate cost proposal in sealed cover that presents the financial structure of the parties proposal with sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in Indian Rupees.

**E. Other Details:**

A written document providing the interested parties legal identity, registration details, address, contact information, etc. (Use the template in Appendix C)

**F. Proposal Checklist:**

Check if all the documents are provided. (Use the template in Appendix D)

## **9. EVALUATION OF PROPOSALS**

A two stage evaluation process would be adopted for the proposals received within stipulated time. Therefore, bidders are required to submit the Technical and Financial Proposals in separate sealed envelopes. Both the envelopes are required to be submitted in another sealed cover super scribed “EOI for preparation of a Detailed Project Report (DPR) for HFDC suggesting ways and means so that HFDC may earn maximum revenue from the lands taken on lease”. The technical evaluation will be completed before the financial proposals are assessed.

The envelope containing the financial proposal will not be opened till the technical evaluation is completed. The financial proposal of only such bidders will be opened which have obtained minimum qualifying weightage standards prescribed for the technical proposal.

For the purpose of evaluation of financial proposal, the total costs including all the taxes and duties will be considered. The financial proposals will be ranked in terms of their total cost, with the least cost proposal getting maximum weightage.

## **10. EVALUATION CRITERIA**

Haryana Forest Development Corporation (HFDC) will evaluate all proposals received in response to this RFP by scoring on technical factors. HFDC will award the contract to the interested parties that has the highest total proposal evaluation score based on a combination of the following categories:

### **A. Organizational capacity and Relevant Experience**

- a) General capacity to perform the project
- b) Relevant experience
- c) Reputation of organization and team

### **B. Understanding of SOW & Proposed Methodology**

- a) Well defined objectives
- b) Clarity of methodology
- c) Scheduling of activities

### **C. Staffing/team composition**

- a) Proposed team structure
- b) Project manager: skills, qualifications, and experience

c) Other key personnel: skills, qualifications, and experience

**D. Evaluation criteria weightings:**

A Organizational capacity and relevant experience : 25

B Understanding of SOW & Proposed Methodology : 40

C Staffing/team composition : 35

The bidder (s) who secure a minimum of 60 points as per above criteria will be shortlisted for financial bid evaluation. The financial proposals shall be opened in presence of the representatives of the technically qualified consultants who wish to attend.

**10. SELECTION PROCESS**

**A. Interested parties short list**

HFDC will determine a short list of interested parties after reviewing and ranking proposals.

**B. Proposal presentation**

a) HFDC may choose to invite one or several short-listed interested parties to present and discuss their proposal in person in office of PCCF-cum-Managing Director, HFDC office in Panchkula (Haryana) or CGM, HFDC office at Haryana Bhawan, New Delhi or General Manager, HFDC, Gurugram.

**C. Proposal revision**

a) HFDC may choose to invite one or several short-listed interested parties to prepare revised proposals to reflect HFDC comments and discussions with the interested parties.

**D. Proposal acceptance**

a) HFDC will notify the successful interested parties in writing.

**E. Contract preparation**

HFDC will negotiate details of a final contract with the interested parties after acceptance of the interested parties's design and cost proposals.



## **11. RFP Response Information**

All responses to this RFP must be received no later than 3:00 pm on 20<sup>th</sup> December, 2017. Proposals should be submitted in duplicate as hard copies at following address.

**General Manager**  
**Haryana Forest Development Corporation Ltd.**  
**(A Government of Haryana Undertaking)**  
**Forest Complex, Sohna Road, Near Courts, Gurugram-122001**

HFDC shall not evaluate an incomplete proposal.

## **12. RFP TERMS AND CONDITIONS**

**RIGHT TO SELECT/REJECT** HFDC reserves the right to select and negotiate with those firms/organizations/institutions it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. HFDC also reserves the right to reject any or all proposals received without explanation.

**RFP NOT AN OFFER** This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate HFDC to accept any of the submitted proposals in whole or in part, nor is HFDC obligated to select the lowest priced proposal.

HFDC has no contractual obligations with any firms/organizations/institutions based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate HFDC in accordance with the terms and conditions contained in such contract.

**DISCUSSIONS AND AWARD** HFDC reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. HFDC reserves the right to exclude from further consideration any proposal at any time, including after discussions or negotiations have been entered into.

**PRE-AWARD (Due-diligence)** HFDC reserves the right to conduct pre award review of the selected interested parties before making a final decision to award.

**PROPOSAL VALIDITY DATE** All information submitted in connection with this RFP will be valid for six (06) months from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your

firm/organization/institution is awarded the contract, all information in the RFP and negotiation process is contractually binding.

**OFFER VERIFICATION** HFDC may contact interested parties to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

**FALSE STATEMENTS IN OFFER** Interested parties must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that HFDC determines that an interested parties has provided false statements in the proposal, HFDC may reject the proposal without further consideration.

**RESERVED RIGHTS** All RFP responses become the property of HFDC and HFDC reserves the right in its sole discretion to:

- o To disqualify any offer based on interested parties failure to follow solicitation instructions;
- o HFDC reserves the right to waive any deviations by interested parties from the requirements of this solicitation that in HFDC's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- o Extend the time for submission of all RFP responses after notification to all interested parties;
- o Terminate or modify the RFP process at any time and re-issue the RFP to whomever HFDC deems appropriate;
- o HFDC reserves the right to issue an award based on the initial evaluation of offers without discussion;
- o Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

**Appendix A**  
**Format for Letter of Proposal**

Ref No.

Date

To

General Manager  
Haryana Forest Development Corporation Ltd.  
Forest Complex, Sohna Road, Near Courts  
Gurugram-122001

**Subject: EOI for preparation of a Detailed Project Report (DPR) for HFDC suggesting ways and means so that HFDC may earn maximum revenue from the lands taken on lease**

Dear Sir/Madam,

We, the undersigned, offer for preparation of a Detailed Project Report (DPR) for HFDC suggesting ways and means so that HFDC may earn maximum revenue from the lands in accordance with your request for proposal and our proposal (Technical and Financial) is submitted herewith.

Our proposal shall be binding upon us subject to the modifications resulting from subcontract negotiations, up to expiration of the validity period of the proposal.

We understand that you are not bound to accept any proposal you receive.

Sincerely yours,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**AFFIDAVIT**

1. I, the undersigned, do hereby certify that all the statements made in the bid and required attachments are true and correct.
2. The undersigned hereby also certifies that neither me /my firm M/s..... has abandoned any work in Government Organizations nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of submission of this bid.
3. I/We hereby unconditionally accept all the terms and conditions laid down in the EOI document in its entirety for the work – for preparation of a Detailed Project Report (DPR) for HFDC suggesting ways and means so that HFDC may earn maximum revenue from the lands taken on lease”.

.....  
(Signed by an Authorized Officer of the Firm)

.....  
Title

.....  
Name of Firm

.....  
Date

**UNDERTAKING**

I, the undersigned, do hereby undertake that I / my firm M/s ..... agree to abide by this bid for a period of 06 months from the date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.

.....  
(Signed by an Authorized Officer of the Firm)

.....  
Title of Officer

.....  
Name of Firm

.....  
Date

**Appendix B**

ORGANIZATIONAL CAPABILITIES

[Interested parties to write a general overview of their Organization here]

**Appendix B1**

STAFFING FORM

POSITION NAME TITLE AND TASK OF TEAM MEMBER

Overall Management Position (e.g., Project Manager)

Top Technical Position

**Appendix C**

COMPANY /ORGANISATION/INSTITUTION DETAILS & FINANCIAL CAPACITY

Name:

Registered Address:

Telephone No.: Fax No.:

Email:

Website:

**Indicate whether organization is:**

Sole Proprietorship Private Limited Company/Partnership Joint Venture/Public Limited Company/Registered NGO/ Institution/ Organization etc.

Registration Number:

Permanent Account Number:

Service Tax Number:

Affiliations / Accreditations (if any):

**If a Public Limited Company, Complete the following**

Date of Incorporation:

Corporate Identity Number (CIN) of the Company:

Paid up Capital:

Shares in Issue:

Any other relevant information:

**If a Private Limited Company, Complete the following**

Date of Incorporation:

Share Capital:

Number of Shareholders:

Number of Directors :

Any other relevant information:

**If a Sole Proprietorship, list details of the Proprietor**

Full Name:

Date of Birth:

Registered Address:

PAN Number:

**If a Partnership, list details of all current partners**

Full Name Address PAN Number

**If a Joint Venture, complete the following.**

1/ Are you registered as a joint venture with RBI or FIPB? If yes, provide a copy of the certificate. If not, provide a copy of the Joint Venture agreement between the two parties.

2/ Describe the proposed role of each Joint Venture member in the project.

How many years has your organization been in business under

(a) Its present name? \_\_\_\_\_

(b) A former name? \_\_\_\_\_

In what other types of business are you financially engaged?

1.

2.

3.

List the annual gross revenue in INR generated from work for the following four (4) years:

Type of Projects 2015-16, 2014-15, 2013- 2014, 2012 - 2013, 2011 - 2012, 2010 - 2011

Total

## ***APPENDIX D***

### **PROPOSAL CHECKLIST**

*(Please check all that apply and include this page in the sealed envelope with the proposal)*

**RFP: “Preparation of Detailed Project Report for land taken on lease by HFDC”**

Interested parties: \_\_\_\_\_

Have you?

Submitted your technical and financial proposal to HFDC by the required deadline?

Does your proposal include the following?

*Cover Letter {use template in Appendix A}*

General overview of the organization {use form in Appendix B}

*Staffing Plan {use template in Appendix B1}*

CVs for employees mentioned in Appendix B1

*Company /Organization/Institution Details and Financial Capacity {use template in Appendix C} and on additional sheets as required*

Copy of relevant registration / affiliation / accreditation certificates