

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



**EOI for conducting studies on “Wood Availability and
Sustainability of Agroforestry in Haryana State.”**

Haryana Forest Development Corporation Ltd.

Bays No. 27-28, Sector-4, Panchkula-134112 Haryana

Tel: 0172-2564463; Tel/Fax: 0172-258307

E-mail: md@hfdc.gov.in Website: www.hfdc.gov.in

PRESS NOTICE

Haryana Forest Development Corporation Limited

(A Govt. of Haryana Undertaking)

Bays No. 27-28, Sector-4, Panchkula-134 112, Haryana (India)

Tel: 0172-2564463; Tel/Fax: 0172-2582307; E-mail: md@hfdc.gov.in; www.hfdc.gov.in

“EXPRESSION OF INTEREST (EOI) FOR CONDUCTING STUDIES”

Haryana Forest Development Corporation (HFDC) proposes to conduct studies on “**Wood Availability and the Sustainability of Agroforestry in Haryana State.**” The detailed concept along with TOR can be downloaded from the website <http://www.hfdc.gov.in/AuctionNotice.html>. Interested agencies may submit their Technical and Financial proposals in separate sealed covers to PCCF-cum-Managing Director, Haryana Forest Development Corporation Ltd., Bays No. 27-28, Sector-4, Panchkula -134112 (Haryana) upto 31th August 2016 by 1700 hrs.

**General Manager (HQ)
O/o PCCF-cum-Managing Director
HFDC Ltd., Panchkula**

Haryana Forest Development Corporation Limited

Bays No. 27-28, Sector-4, Panchkula, Haryana-134112

EOI for conducting studies on “Wood Availability and Sustainability of Agroforestry in Haryana State.”

Haryana Forest Development Corporation (HFDC) proposes to carry out studies on “**Wood Availability and the Sustainability of Agroforestry in Haryana State.**” The detailed concept along with TOR can be downloaded from the website <http://www.hfdc.gov.in/AuctionNotice.html>.

Interested agencies may submit their Technical and Financial proposals in separate sealed covers to PCCF-cum-Managing Director, Haryana Forest development Corporation Ltd., Bays No. 27-28, Sector-4, Panchkula -134112 (Haryana) upto 31th August 2016 by 1700 hrs.

Cost of EOI Document: Rs. 1000/- (Rs. One Thousand only) - Non-refundable;

EMD: Rs. 2.00 lacs (Refundable).

The financial bid must include value inclusive of all taxes.

The EOI document may be obtained from the regional offices of HFDC Ltd. from 16.08.2016 to 30.08.2016 between 9.00 hrs and 17.00 hrs and upto 11.00 am on 31.08.2016 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 from the offices of the Corporation. The documents can also be downloaded from website of HFDC i.e. www.hfdc.gov.in/AuctionNotice.html. 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.

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 : 20.08.2016 to 31.08.2016 (All regional offices)
2. Closing of sale of EOI documents : 31.08.2016 at 11.00 am
3. Last date and time of submission of bids : 31.08.2016 at 5.00 pm (at Head office)
4. Opening of bids : Time, Date and Place to be intimated later through e-mail.

The offices at which EOI documents can be obtained are:

General Manager Ambala Tel.: 0171-2551567 gm.ambala@hfdc.gov.in	General Manager Kurukshetra Tel.: 01744-293364 gm.kurukshetra@hfdc.gov.in	General Manager Gurgaon Tel.: 0124-2305348 gm.gurgaon@hfdc.gov.in
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General Manager Rohtak Tel.: 01262-253584 gm.rohtak@hfdc.gov.in	General Manager Jind Tel.: 01681-248498 gm.jind@hfdc.gov.in	General Manager Hisar Tel.: 01662-259278 gm.hisarn@hfdc.gov.in
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Head Office:

Haryana Forest Development Corporation Ltd. (A Government of Haryana Undertaking)

Bays No. 27-28; Sector- 4, Panchkula-134112, Haryana, India

Tel: 0172-2564463; Tel/Fax: 0172-2582307; E-mail: md@hfdc.gov.in

Website: www.hfdc.gov.in

NODAL OFFICER FOR EOI:

OSD-cum-Chief General Manager

Haryana Forest Development Corporation Ltd.

Haryana Bhawan, Coopernicus Marg

New Delhi

Tel/Fax: 011-23384510 Mobile: 9999295320

Email: cgm.newdelhi@hfdc.gov.in

**PCCF-cum-Managing Director
HFDC Ltd., Panchkula**

Haryana Forest Development Corporation Limited

Bays No. 27-28, Sector-4, Panchkula, Haryana-134112

EOI for conducting studies on “Wood Availability in Haryana State and Sustainability of Agroforestry” in Haryana

1. INTRODUCTION

The Haryana Forest Development Corporation Limited was incorporated on 7th December, 1989 under the Companies Act, 1956, as a wholly owned Government Company.

2. BACKGROUND

Over the years, farmers of Haryana, Western U.P. Uttarakhand and Punjab have adopted tree based integrated farming of Eucalyptus and Poplar species along with agricultural crops to a large extent. Agroforestry plantations comprise a major proportion of Trees outside Forests and have assisted in meeting timber, fuelwood, plywood and paper industry needs to a large extent and also in ensuring supplementing farm income.

Haryana is a pioneer state of India in the field of agroforestry. About 80 percent of the total geographical area of the state is under agriculture. It is not bestowed with bounty of natural forests and only 3.52 percent of its geographical area is under forests. However, farmer and industry friendly agroforestry atmosphere has turned a forest deficient state into a wood surplus state and made it a national leader in agroforestry. The green cover of the state is 6.80 percent of which 50 percent is from trees outside forests mainly agroforestry or farm forestry. There are no restrictions on felling and transport of agroforestry trees from private areas. *Eucalyptus* and *Populus* are the main agroforestry species in northern and central part of the state falling in Indo-Gangetic plains. Agroforestry trees like *Eucalyptus* and *Populus* have become basis for livelihood improvement in northern and central part of the state due to higher returns. The technical expertise offered by Forest Department and purchase price policy of Haryana Forest Development Corporation has helped the farmers to adopt agroforestry practices in the state.

The main factors of success of Eucalyptus and Poplar based agroforestry are: Availability of quality short rotation clonal species, farm wood based plywood, paper industries, development of market linkages and assurance of appropriate returns etc.

Favourable Agroforestry Policy initiatives have lead to development of Asia’s largest timber market in the State at Yamunanagar. Positive linkages between the tree growers and the

wood based/plywood and other industries have given further boost to Agroforestry in the State. This has created an annual farm grown wood market of approximately 2500 crores and generation of 3.0 to 3.5 crore mandays, providing employment to about 1.5 lakh workers. About 5000 small, medium and large wood based units have been set up in Yamunanagar and about 50% of the country's plywood is manufactured in Yamunanagar. About 26 lac tonnes of wood is coming to this market from Haryana as well as adjoining states. The share of Haryana State is about 65% and from adjoining states, it is 35%. In Haryana State, one lac cubic meter timber is harvested from forest areas every year and about 21 lac cubic meter is coming from agroforestry/farm forestry. Expansion of agroforestry has helped in reduction of pressure on natural forests in the state. The sustainability of agroforestry in the state needs to be ensured through appropriate policy measures.

Ministry of Environment, Forests and Climate Change has issued draft Wood Based Industries (Establishment and Regulation) Guidelines, 2016 according to which State Level Expert Committee has been, inter alia, mandated to assess the availability of raw material for wood based industries in the State.

3. OBJECTIVES AND PURPOSE OF STUDY

In recent past, the prices of Eucalyptus and poplar have fallen by about 20-30% which is a cause of concern. The main reasons for falling prices need to be identified, for ensuring sustainability of farm grown wood for linked industries. The availability of wood is to be assessed to promote wood based industries in accordance with Woodbased Industries (Establishment and Regulations) Act 2016.

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

- a) *Development of a dynamic Agroforestry Geoportal for Haryana State which can provide the extent and location of agroforestry resource for Yamunanagar catchment;*
- b) *Study on Demand/ Supply Scenario in respect of Eucalyptus and Poplar based raw material on following aspects;*
 - i. Existing extent of growing stock of Eucalyptus and Poplar in terms of area, number and volume.

- ii. Projections for next 5 years, regarding availability of Eucalyptus/Poplar wood (taking into account plantations raised by private farmers, panchayats and under Government supported programmes).
- iii. Utilization capacity of different kinds of Wood based Industries vis a vis availability of Eucalyptus & Poplar wood.

Expected outcome besides above are mentioned here under:

- i. Assessment of existence of Market Cartelization,
- ii. Diversification and value addition potential of surplus wood, if any,

c) To assess the availability of raw material by way of government harvest, interstate import and international import for wood based industrial units in Haryana.

- i. To create database of wood availability by Government harvest from forest areas and projections for future based on working plan prescriptions and previous trends.
- ii. To create database related to net interstate import of each type of raw material procured by wood based industrial units in Haryana for the current year and last two years so that a three years moving average for interstate import can be arrived at.
- iii. To create database related to net international import of each type of raw material procured by wood based industrial units in Haryana for the current year and last two years so that a three years moving average for international import can be arrived at.

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. 2.00 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. 2.00 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 Panchkula/Chandigarh. 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 offices/Head 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 12 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 sub components (a), (b) and (c) as per the Scope of Work and ToR shall be as per details below:

(a)	Development of a dynamic <i>Agroforestry Geoportal for Haryana</i> which can provide the extent and location of agroforestry resource for Yamunanagar catchment	15 th September, 2016 to 28 th February, 2017
(b)	<i>Study on Demand/ Supply Scenario in respect of Eucalyptus and Poplar based raw material.</i>	15 th September,2016 to 28 th February, 2017
(c)	To assess the availability of raw material for wood based industries in the State	15 th September,2016 to 28 th February, 2017

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 Report covering the sub components (a), (b) and (c) 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 released 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. Indian environmental policy, laws, and regulations; 2. Understanding of issues related to Agroforestry, Wood Based Industries, Market Research, Web based database management, GIS based web portal designing and development; 3. Accurate, precise, English legal writing; 4. Clear, concise, fluent, technical report writing in English; 5. Understanding current issues in forest management, forest policy, Agroforestry Policy and Wood based industries related issues and various directions of CEC and Hon'ble Supreme Court and Ministry of Environment, Forests & Climate Change (MoEF&CC) in India; 6. Working with government agencies and assessment and monitoring of Government Policies and projects; 7. Planning and organizational skills; 8. Meeting deadlines.

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 conducting study on Wood Availability and sustainability of Agroforestry in Haryana State”. 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 at the MD, HFDC office in Panchkula(Haryana) or CGM, HFDC office at Haryana Bhawan, New Delhi

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 5:00 pm on 31th August, 2016. Proposals should be submitted in duplicate as hard copies at company's address.

Optional: Original copies to be sent to the following address:

Haryana Forest Development Corporation Limited
Bays No. 27-28, Sector-4, Panchkula, Haryana-134112

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 three (3) 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

PCCF-cum-Managing Director
Haryana Forest Development Corporation Limited
Bays No. 27-28, Sector-4, Panchkula, Haryana-134112

Subject: EOI for conducting studies on “Wood Availability and Sustainability of Agroforestry in Haryana State”

Dear Sir/Madam,

We, the undersigned, offer to provide study proposal on “**Wood Availability and Sustainability of Agroforestry in Haryana State**” 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, i.e., <Interested parties to insert Expiration date or Validity period of Offer>.

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 – **Conducting studies on “Wood Availability and Sustainability of Agroforestry in Haryana State”**.

.....
(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 12 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: “Wood Availability in Haryana State and the Sustainability of Agroforestry”

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