

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



RFP DOCUMENT

**INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND
OPERATION OF NATURE/FRAM CAMP AT MUSEDPUR-GARHI NATHE KHAN,
FARUKHNAGAR, GURUGRAM, HARYANA
(GM/HFDC/GGN/16/2018-19)**

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

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

No. GM/HFDC/GGN/16/2018-19

Dated: 26.07.2018

CORRIGENDUM-II

INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE/FARM CAMP AT MUSEDPUR-GARHI NATHE KHAN, FARUKHNAGAR, GURUGRAM, HARYANA

Haryana Forest Development Corporation Ltd. (HFDC) has taken 500 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 panchayat lands may be utilized for organic farming as these have been brought under cultivation for the first time.

Online technical and financial proposals were invited on behalf of Haryana Forest Development Corporation Ltd. from interested parties having experience in the field of running nature camps/farm tourism//tourism complexes/resorts for development, management and operation of nature camp/farm tourism camp on an area of 50-100 acres at Masani Barrage, District Rewari and 10-20 acres at Garhi Nathe Khan/Musedpur. The last date for submission of bids was 01.08.2018 at 11.00 AM. The date for submission of documents is extended upto 07.08.2018 at 2.00 pm. The RFP document and copy of terms & conditions can be downloaded from the website of the Corporation (www.hfdc.gov.in).

**General Manager
HFDC Ltd., Gurugram**

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

No. GM/HFDC/GGN/16/2018-19

Dated: 16.07.2018

CORRIGENDUM-I

INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE CAMPS

Haryana Forest Development Corporation Ltd. (HFDC) has taken 500 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 panchayat lands may be utilized for organic farming as these have been brought under cultivation for the first time.

Online technical and financial proposals were invited on behalf of Haryana Forest Development Corporation Ltd. from interested parties having experience in the field of running nature camps/farm tourism//tourism complexes/resorts for development, management and operation of nature camp/farm tourism camp on an area of 50-100 acres at Masani Barrage, District Rewari and 10-20 acres at Garhi Nathe Khan/Musedpur. The last date for submission of bids was 16.07.2018 at 11.00 AM. The date for submission of documents is extended upto 01.08.2018 at 2.00 pm. The RFP document and copy of terms & conditions can be downloaded from the website of the Corporation (www.hfdc.gov.in).

**General Manager
HFDC Ltd., Gurugram**

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

No. GM/HFDC/GGN/16/2018-19

Dated: 02.07.2018

PRESS NOTE

INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE CAMPS

Haryana Forest Development Corporation Ltd. (HFDC) has taken 500 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 panchayat lands may be utilized for organic farming as these have been brought under cultivation for the first time.

Online technical and financial proposals are invited on behalf of Haryana Forest Development Corporation Ltd. from interested parties having experience in the field of running nature camps/tourism complexes/resorts for development, management and operation of nature camp/farm tourism camp on an area of 50-100 acres at Masani Barrage, District Rewari and 10-20 acres at Garhi Nathe Khan/Musedpur. The period of Agreement will be nine years at Masani Barrage (Rewari) and for 14 years at Garhi Nathe Khan, Gurugram. The technical and financial proposals shall be submitted on or before 16.07.2018 at 11.00 AM. The tender will be opened in the office of undersigned on same day at 11.30 AM. The Tender form and copy of terms & conditions of the tender can be downloaded from the website of the Corporation (www.hfdc.gov.in).

**General Manager
HFDC Ltd., Gurugram**

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

No. GM/HFDC/GGN/16/2018-19

Dated: 02.07.2018

INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE/FARM CAMP AT MUSEDPUR-GARHI NATHE KHAN, FARUKHNAGAR, GURUGRAM, HARYANA

Technical and Financial proposals are invited on behalf of Haryana Forest Development Corporation Ltd. in separate sealed cover as per terms & conditions from interested parties having experience in the field of running nature camping/ecotourism/farm tourism/adventure tourism/resorts/travel & tourism for development, management and operation of the Nature/Farm Camp at Musedpur-Garhi Nathe Khan, Block Farukhnagar, District Gurugram.

The existing site and infrastructure will be made available as and where basis and the shortlisted party/agency (Management Contractor) will be responsible for improvement, utilization and maintenance of the existing infrastructure in sustainable manner per consultation and as per prescribed terms and conditions for a period of 14 (fourteen) years which may be further extended subject to performance of the management contractor on mutual agreed terms and conditions.

The proposals shall be submitted on or before 01.08.2018 at 2.00 PM. The proposals will be opened in the office of undersigned on same day at 3.00 PM. The detailed terms & conditions can be downloaded from the website of the Corporation (www.hfdc.gov.in).

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 District Court, Gurugram -122001 (Haryana) upto August 01, 2018 by 2.00 pm.

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

EMD: Rs. 2.00 lacs (Refundable).

The RFP (Request for Proposals) document may also be obtained from the Regional Office Gurugram 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. Applicants submitting the downloaded version would be required to pay the cost of documents along with the application. The proposals 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 of HFDC only. **The proposals shall be submitted in duplicate in a spiral bound form with proper page numbering and indexing.**

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

- Issue of RFP documents : 20.07.2018 to 07.08.2018
- Pre-Proposal meeting : 01.08.2018 at 3.00 pm
- Closing of sale of submitting proposals : 07.08.2018 at 1.00 pm
- Last date and time of submission of proposals : 07.08. 2018 at 2.00 pm
- Opening of proposals : 07.08.2018 at 3.00 am

General Manager
HFDC Ltd., Gurugram

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

No. GM/HFDC/GGN/16/2018-19

Dated: 02.07.2018

INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE/FARM CAMP AT MASANI BARRAGE, REWARI

1. About HFDC:

The Haryana Forest Development Corporation Limited was incorporated on 7th December, 1989 under the Companies Act, 1956, as a wholly owned Government Company with the main purpose of assuring reasonable prices to the farmers for their standing trees and other forest produce and also to ensure the welfare of farming community and development of forest based industries.

2. Main objectives:

The main objectives of the Company 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.

HFDC 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 Nature Camps by creating facilities for nature education and camping purposes like Herbal Gardens, Cactus Garden, Nature Interpretation Centre, Forest Museum, Nature Trails, Camping Area etc.

2. About land for Nature/Farm Camp, Musedpur-Garhi Nathe Khan, Block Farukhnagr, District Gurugram.

Panchayat lands at Villages – Musedpur, Garhi Nathe Khan, Palari and Mehchana, Block Farukhnagar, District Gurugram, Haryana:

These 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* and these have been removed. The road from Farukhnagar to Pataudi town also passes through these Panchayat lands. 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

There are some abandoned buildings in the Panchayat land which may be repaired and may 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 Panachayat land which has not been cultivated and most suitable for organic farming under agroforestry. The water in the panchayat lands of Palari and Mehchana is suitable for agriculture. HFDC has dug ponds in these lands which may be utilized for fish farming in future.

A project for plantation of 40000 plants suitable for agroforestry has been approved under Sub Mission on Agroforestry. HFDC has fenced the area and tubewells have been installed. The project proponent shall not destroy the plantation.

- **Restrictions on the land taken on lease from Panchayats:** Structures of permanent nature cannot be erected on this land. Temporary structures, mud houses, tents, thatch/bamboo huts etc. may be installed for management purposes and carrying out proposed activities for agroforestry, nature/farm tourism etc. The site is suitable for

organic farming and nature/farm based tourism activities. Existing abandoned buildings may be utilized after repair for office/stores.

3. What HFDC is looking for?

HFDC is interested to enter into Management Contract Agreement for development, management and operationalisation of Nature/Farm Based Tourism Camp with prospective agencies/firms/companies/consortium having experience in the field of camping/ecotourism/farm tourism/adventure tourism/resorts/travel & tourism for development, management and operation of the proposed Nature/Farm Camp in an area of 10-25 acres at **Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram** as per Guidelines for Farm Tourism, Haryana Tourism. The existing site and infrastructure in the defined proposed zone shall be made available on as and where basis and the shortlisted party/agency shall be responsible for development, management and operationalisation of activities to be developed in sustainable manner as per consultation and as per prescribed terms and conditions for a period of 14 (fourteen) years which may be extended further on mutual agreed terms and conditions.

4. Request for Proposals (RFP):

Technical and Financial Proposals in separate sealed cover are invited from prospective agencies/firms/companies/consortium having experience in the field of camping/ecotourism/farm tourism/adventure tourism/resorts/travel & tourism for development, management and operation of the Nature Camp located at **Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram** fulfilling following technical qualifications:

- i) Company/Firm/Agency/Consortium details filled in Information Form (**Format enclosed as Annexure-I**)
- ii) Copy of Registration of the firm/agency
- iii) Copy of PAN
- iv) Copy of GST Registration
- v) Copy of EPF,ESI Certificates
- vi) Relevant experience documents

- vii) Average Turnover of last three years should be Rs. 50.00 lakhs. Enclose copy of the Income Tax Return and balance sheet of last three years duly certified by Chartered Accountant
- viii) Solvency Certificate from Bank worth Rs. 1.00 crores
- ix) Affidavit on a Stamp Paper, duly attested by the Notary Public that the information furnished with documents is correct and to accept all the terms and conditions without any condition (**Format enclosed- Annexure-II**)
- x) Undertaking for proposal validity upto three months (**Format enclosed- Annexure-III**) on the letter head of the firm/agency.
- xi) Self Certification mentioning that the firm/agency/partners have not been blacklisted by any Government Organisation (**Format enclosed- Annexure-IV**)

The project proponents have to submit the relevant documents in support of above mentioned documents alongwith Technical Proposal.

The Financial Proposals shall be submitted in Format enclosed as **Annexure-V**. The project proponents may choose any of or both sites for submitting their financial offer.

6. Terms of Reference of Activities:

A list of nature/farm based tourism activities are given below:

- a. **Local Community Involving Activities** - Folk Performances, local foods, handicraft, puppet & magic shows etc.
- b. **Camping Activities:** Tenting
- c. **Adventure Activities** – Rock climbing, Rappelling, Burma Bridge etc.
- d. **Biodiversity related Activities**
- e. **Health and Senses**
 - Yoga and Meditation
 - Ayurveda Treatment practices prescribed by Ministry of AYUSH
- f. **Nature Education and Conservation**
 - Forest walks
 - Nature Trailing
 - Wildlife and Nature based Movies

- Story Telling
- Group Games
- Trekking / Nature Walks
- Cycling
- Watch Towers
- Bird-Watching
- Bird photography
- Farm Tourism related activities

g. **Indoor Recreation**

- Chess
- Carom
- Billiards
- Table Tennis
- Computer games

The above list of activities is not limited, successful management contractor may undertake/propose the other environment friendly activities for the interest of nature tourists and as per Guidelines for Farm Tourism, Haryana Tourism.

7. Instructions to the Project Proponents

1. The project proponents shall bear all the costs associated with the preparation and submission of their proposals, and HFDC will, in no case, be responsible or liable for such costs.
2. It is assumed that the project proponents have visited the sites before submitting the project proposals. HFDC may organize the site visit, if they desire to do so.
3. The projects proponents 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 Proposal (full document) and the Financial Proposal in the prescribed format (**Format enclosed – Annexure-V**).

Part I - This shall be named as Technical Proposal 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 RFP document.

EMD (Earnest Money Deposit - refundable) 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 RFP document is downloaded from the website of the Corporation, Demand Draft for cost of RFP document should also be placed along with EMD in one envelope. For documents purchased from the Regional Office, Gurugram, the receipt of same shall be placed in the envelope.

The proposals not accompanied with EMD and Cost of RFP Document, unless exempted, shall be summarily rejected.

b. **Envelope-II- Full RFP Document duly filled and signed at required places along with required documents:** Technical proposal needs to be enclosed in separate envelope marked Envelope-II, super scribing 'Technical Proposal' containing RFP Document duly signed on each and every page, Information Form (Annexure-I) along with following documents:

- Company/Firm/Agency details filled in Information Form (**Format enclosed as Annexure-I**)
- Copy of Registration of the firm/agency
- Copy of PAN
- Copy of GST Registration
- Copy of EPF,ESI Certificates
- Average Turnover of last three years should be Rs. 50.00 lakhs. Enclose copy of the Income Tax Return and balance sheet of last three years duly certified by Chartered Accountant
- Solvency Certificate from Bank worth Rs.1.00 crore
- Affidavit on a Stamp Paper, duly attested by the Notary Public that the information furnished with documents is correct and to accept all the terms and conditions without any condition (**Format enclosed- Annexure-II**)
- Undertaking for proposal validity upto three months (**Format enclosed- Annexure-III**) on the letter head of the firm/agency.
- Self Certification mentioning that the firm/agency/partners have not been blacklisted by any Government Organisation (**Format enclosed- Annexure-IV**)

The project proponents have to submit the relevant documents in support of above mentioned documents alongwith Technical Proposal.

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

Proposals lacking any of the above requirements will be considered as non-responsive or disqualified and their financial proposals will not be opened. Any other supporting documents may also be submitted while making presentations in front of the Committee constituted for this purpose.

The project proponents 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 Proposal:

- c. **Financial Proposal in Envelope-III:** The project proponents shall submit their Financial Proposal in the prescribed form for Financial Proposal (**Annexure-V**). The envelope shall be properly sealed after placing the Financial Proposal in it and mentioning name of RFP and date and time of opening on the envelope. It should not be stapled with pins or shall not be submitted in opened condition. The successful Bidder (s) shall have to make an annual financial offer in financial proposal to be paid to HFDC for operationalisaion and occupation of the premises, consideration of the earnings from the operation of the nature camp. However, after completion of every three years, 10% hike in the offered value will be charged by the HFDC from the management contractor upto 14 years and an enhancement of 15% every year after 14 years, if the period is extended by the competent authority. The bidder has to make an undertaking regarding this in the financial bid.
4. All the three envelopes shall be placed in one big envelope super scribing Technical and Financial Proposal and mentioning name of RFP and date and time of opening of proposal.
5. The properly sealed envelope containing technical and financial proposal shall be put up in the box kept in the office General Manager, HFDC Ltd., Gurugram for this purpose before the scheduled date and time mentioned in the notice. The proposals can be sent by registered post but the proposals sent by post should reach the Regional Office, Gurugram of HFDC before the scheduled time and date. The

proposals submitted/received after the scheduled date and time shall not be considered. The intimation for extension of date, if any, shall be uploaded on the website of HFDC.

6. The Financial Proposals shall be opened only of those project proponents who are found technically qualified/responsive.
7. The Financial Proposals 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 offer in words will govern."
8. The project proponents should sign each and every page of the documents.
9. The application (s) /material (s) submitted by the project proponent (s) in response to this RFP shall become the property of the HFDC.
10. Proposals shall be opened in presence of prospective proponents or their representatives at the scheduled time given in RFP. On the date of opening of the proposals, the proposals will be evaluated by a Committee of technical experts. The project proponents shall be asked to make a Power Point presentation about their project proposal as per "Evaluation Criteria" mentioned in the RFP document.
11. There should not be any overwriting in the Financial Proposals. Proposals submitted with overwriting will be summarily rejected.
12. Information relating to the examination, clarification, evaluation, and comparison of proposals and recommendations for the award of management contract shall not be disclosed to project proponents or any other persons not officially concerned with such process until the award to the successful project proponent has been announced. Any attempt by a project proponent to influence the committee's processing of proposals or award decisions may result in the rejection of his Proposal.
13. The Contract Agreement shall be executed with the successful project proponent after deposition of Performance Guarantee mentioned the RFP document.
14. Successful project proponent shall be referred as Management Contractor.

8. Period of Contract:

The period of Contract shall be fourteen (14) years which may be extended on mutually agreed terms and conditions.

9. Performance Guarantee:

The successful project proponent whose proposal will be accepted by HFDC has to deposit Performance Guarantee equivalent to one year offer value of financial proposal having validity for 14 (fourteen) years. EMD submitted along with Technical Proposal may be adjusted in Performance Guarantee on the request of the successful project proponents. The management Contractor shall be asked to extend the validity of the performance security for the extended period if it so happens.

10. Project Termination:

The project may be terminated by the successful project proponent by giving one year advance notice or by depositing one year value of their financial offer quoted in the financial proposal.

11. Mode of payment to HFDC:

The amount quoted in the bid shall be required to be paid by the successful bidder as per following schedule: -

- a. The successful bidder shall pay the first installment to the tune of 40% of the contract value on or before the date of signing of the contract agreement.
- b. The second installment of 30% of the contract value shall be paid on completion of three months from the date of signing of the contract agreement.
- c. The third installment of 30% of the contract value shall be paid on completion of six months from the date of signing of the contract agreement.
- d. The same schedule shall be followed in the following years.
- e. Interest at the rate 12% will be charged for the belated payments up to three months and thereafter in addition to the interest rate mentioned above, the General Manager, HFDC or higher authority may impose penalty also.

12. Proposal submission requirements:

The prospective project proponents should read the following proposal submission 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 Proposal:

- Information of the Company/Firm/Agency (Annexure-I)
- A detailed written project proposal that completely and clearly presents the concept and activities to be undertaken by the project proponents. The format, length, and style of the design proposal are choices of the parties.
- A proposed work plan with proposed implementation including sustainability of the project, eco-friendly activities to be undertaken and employment to be generated for local people.

D. Proposal Checklist:

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

13. Evaluation of Proposals

A two stage evaluation process would be adopted for the proposals received within stipulated time. Therefore, project proponents 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 "**Invitation of Proposals for Development, Management and Operation of Nature Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram**". 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 project proponents shall be opened who have obtained minimum qualifying standards prescribed for the technical proposals.

For the purpose of evaluation of financial proposals, the technically qualified project proposals offering maximum revenue to HFDC per year will be given highest weight age.

14. Evaluation Procedure

The evaluation of project proposals will be done by an expert committee constituted for this purpose by Haryana Forest Development Corporation (HFDC). The project proponents will be asked to make presentations before the Expert Committee about their concept proposal, sustainability of the project, employment generation for local people, environment friendly methodologies to be adopted while execution of the project. The Expert Committee will evaluate all proposals received in response to this RFP on the basis Evaluation Criteria

scoring. HFDC will award the contract to the project proponents that have the highest total proposal evaluation score based on a combination of the following categories:

A. Organizational capacity:

- a) General capacity to execute the project – financial and technical
- b) Relevant experience
- c) Reputation of organization

B. Clarity in concept, sustainability and environment friendly activities proposed

C. Employment Opportunities for local people

15. Evaluation criteria weightings:

- A. Organizational capacity (technical and financial) and relevant experience: 35
- B. Concept clarity, sustainability and environment friendly activities proposed: 40
- C. Employment Opportunities for local people: 25

The project proponent (s) who secure a minimum of 60 points as per above criteria will be shortlisted for opening of financial proposal. The financial proposals shall be opened in presence of the representatives of the technically qualified project proponents who wish to attend.

16. Selection Process:

A. Shortlisting of project proposals

HFDC will short list project proposals after reviewing and giving ranking on the basis of scoring.

B. Proposal presentation

HFDC may choose to invite short-listed parties to present and discuss their proposal in person.

C. Proposal revision

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

D. Proposal acceptance

HFDC will notify the successful project proponent in writing.

E. Contract Agreement preparation

The agreement shall be executed between HFDC and the successful project proponent. HFDC will finalize detailed contract agreement in mutual consultation with the successful project proponent.

17. RFP Response Information

All responses to this RFP must be received no later than 2.00 pm on August 01, 2018. Proposals should be submitted as hard copies in duplicate. 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 assigning any reason.

RFP not an offer: This RFP represents only a definition of requirements. It is merely an invitation for submission of project proposals and does not legally obligate HFDC to accept any of the submitted project proposals in whole or in part, nor is HFDC obligated to select the highest financial 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 agreement 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 proposals of the selected 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. If any 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/their authorized representatives to confirm that the proposal was submitted for this solicitation.

False statements in offer Interested parties/agencies must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that HFDC determines that an interested party/agency 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:

- To disqualify any offer based on interested parties failure to follow solicitation instructions;
- 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;
- Extend the time for submission of all RFP responses after notification to all interested parties;
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever HFDC deems appropriate;
- HFDC reserves the right to issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

13. Special Terms & Conditions for RFP:

1. The bidder shall submit the technical and financial bids in separate sealed envelopes clearly mentioning "**Invitation of Proposals for Development, Management and Operation of Nature Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram**" and accompanied by cost of tender document and earnest money deposit (EMD) as mentioned in the bid document, in the shape of DD of any scheduled bank made in favour of Haryana Forest Development Corporation Limited, payable at Gurugram. The envelopes containing the bids shall be properly sealed.

2. The bidder(s) can be duly registered trust, firm, partnership firm, registered co-operative society, or a public limited company in India or consortium.
3. It would be deemed that the prior to the submission of proposal, the bidder (s) has made a complete and careful examination of the requirements and other information set forth in the bid document.
4. Bid of only those parties shall be considered who quote their rates as per the terms & conditions. Bids not conforming to the terms & conditions are liable to be rejected.
5. The EMD of un-successful bidder(s) will be returned after completion of bidding process. The EMD of successful bidder (s) may be adjusted against performance security on the request of the successful bidder.
6. If the date of bid opening happens to be holiday, the same will be accepted and opened on the next working day.
7. The attempt on the part of the bidder(s), to negotiate directly or indirectly with the authority to which the bid is being submitted or with the bid accepting authority, before the finalization of bids, will make bidder(s) liable for exclusion from the consideration in the bid process.
8. The successful bidder shall be termed as the Management Contractor.
9. The Management Contractor shall be allowed to install Tents/Huts (Pre Fab) / Swiss tents/Mud houses with toilets for lodging of nature tourists alongwith one hall each (Pre Fab) / Swiss tent for dinning, kitchen, conference, library, reception, security staff and one store etc., if required for operationalization.
10. The construction of any permanent structure will not be allowed, however, any temporary structure / asset may be created for smooth functioning of the Nature/Farm Camp. The repair and improvement of existing assets/infrastructure shall be permitted. All the costs related to installation of temporary structures; and repair, improvement and further maintenance of assets shall be borne by management contractor during the contract period.
11. The Management Contractor may do minor alterations at site, if necessary, at the cost to be borne by the Management Contractor.
12. The Management Contractor shall procure, prepare, arrange and cater fresh food and beverage and serve the same to the customers/visitors at the nature/farm camp and the Management Contractor will also be allowed to operate restaurant services for the day tourists in the camping/education zone. The rate list for various items shall be displayed at proper location.
13. The concerned authorities of the Government/HFDC shall have the right to inspect any fresh or cooked eatable, stocks, storage / cooking space to ensure freshness, quality and quantity etc.
14. The Guidelines for Farm Tourism issued by Haryana Tourism shall be part of this RFP.

15. The Management Contractor shall be given right for boating in the pond under development by HFDC. The Management Contractor shall keep all the safety measures for the tourist at the boating site. The Management Contractor shall be solely responsible for any kind of accident that may happen in the lake during boating. HFDC shall not responsible for any accident that may happen during boating.
16. The Management Contractor shall ensure that all liabilities under the prevention of Food Adulteration Act and other provisions are taken care of. No article which is prohibited by law or any contraband goods be stored at the Camp premises. For any violation, the Management Contractor shall be solely responsible for all such consequences.
17. The Management Contractor shall not carry out any illegal activities inside the campus. He shall be solely responsible to face legal action for such activities. If the Management Contractor is found indulging in the illegal activities, the contract shall be terminated after giving a notice and the performance guarantee deposited by him/her shall be forfeited.
18. The Management Contractor shall regularly maintain, clean and keep insect/rodent free areas, including restaurant, kitchen, service area, pantry, storage area, cottages, training and front desk infrastructure, green spaces and lawns and will depute suitable manpower for this preferably locals. Conference Room is cleaned immediately after the meeting and to be made ready, including restaurant, cottages and lawn, for the next day. The Management Contractor will periodically or as and when required, arrange the necessary Pest / Rodent control treatment in Restaurant, Pantry, Kitchen, Store, Huts etc. and ensure hygienic conditions.
19. Complaint regarding quality, quantity, over charging, poor service and behavior of Catering Staff shall be promptly attended by the Management Contractor.
20. The Management Contractor shall serve the items of food & beverages as per the choice of fixed menu to the customers/visitors at the nature camp and will maintain the required quality standard of food. Haryanvi food or local/indigenous foods may be given priority for the visitors.
21. The Management Contractor will maintain its all gadgets & equipment's etc. in good working conditions with all safety measures at his own cost & expenses. The Management Contractor will be responsible for its proper upkeep and regular maintenance of the nature camp site and other areas like forest trails/nature trails, pond etc.
22. The successful Management Contractor and General Manager, HFDC shall sign the agreement/contract jointly. The Management Contractor shall comply with all applicable laws, rules & regulation in force. In case of failure to sign the contract agreement within prescribed time, the offer issued in favour of successful bidder

shall be cancelled and the earnest money so deposited shall be forfeited. The HFDC reserves the right to negotiate with the next best bidder.

23. The Management Contractor shall give due preference to local communities in employment specially the adjoining villagers for gardening, housekeeping, cleaning etc. keeping the qualification of the villagers in view.
24. The successful bidder (s) shall keep the campus of Nature/Farm Camp including restaurant area neat, clean and safe. The Management Contractor shall maintain the required hygienic conditions in and around the entire premises and also keep all the items kept inside the kitchen under required temperature. Proper waste disposal and sewerage management will be the responsibility of the Management Contractor.
25. The Management Contractor shall bear all taxes, sur-charges, fees, insurance, levies or claims, whatsoever as may be imposed by the State/Central Government or any local body or authority from time to time and in case of default, the contract will be cancelled. HFDC shall not be responsible for any kind of taxes/liabilities on activities to be carried out by Management Contractor at Nature/Farm Camp under this contract agreement.
26. The Management Contractor shall pay salary, all allowances, compensation etc. to its employees his/their end complying all the labour/wages acts and the HFDC shall not be liable for any payment or claim of anything to the employees of the Management Contractor.
27. In case the Management Contractor or any of his/her employees fails to fulfill his/her/their obligation for any day or number of days to the satisfaction of the officer in charge Nature Camp for any reason whatsoever, the Management Contractor shall pay by way of liquidated damages to be decided by the GM, HFDC concerned without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the performance security and paid installment.
28. The Management Contractor shall not assign or sublet any part of the contract. In case of violation/contravention of any of the term & condition mentioned herein, the General Manager, HFDC or higher authorities of HFDC reserves the right to terminate this agreement forthwith by giving written notice of six months to the Management Contractor and without prejudice to the right to recover damages and other charges/costs from the performance security and installment paid and otherwise by raising demand.
29. Housekeeping including, Laying, Stocking, Washing and Cleaning of clothing and Furniture in the Restaurant, Lawns, Conference Room and Huts etc. and security of the camp area allotted to him/her will be the sole responsibility of the Management Contractor.
30. The General Manager, HFDC shall be entitled to adjust or appropriate the EMD or proceeds from the services towards loss or damages caused by the Management

Contractor or his employees on account of loss, shortage or breakage or damage to any article provided by the HFDC.

31. The Management Contractor shall arrange sufficient number of workers for day-to-day work of camping site including catering in restaurants/cleanliness and maintenance of the kitchen /pantry/dining room/tents and campus.
32. The Management Contractor must use eco-friendly modes for cooking.
33. The Management Contractor shall enroll him/herself for an independent EPF/ESI number under the employees provident fund scheme and insurance scheme, will remit EPF/ESI of his workers and his/their share to the EPF authorities or seek exemption as per the law applicable. He/they will be responsible to send all returns regularly to the EPF authority and copy thereof to the GM, HFDC. He/they will also provide a copy of roll call register showing wages of employees every month to the GM, HFDC. In case of failure of remitting the EPF dues in time, the GM, HFDC shall be competent to deduct the EPF dues from the cash receipts of the Management Contractor.
34. Must possess EPF No, ESI, GST No. etc., all relevant documents / license to carry out the proposed activities. All Legal and Financial responsibilities regarding EPF, ESI and such other matters with regards to his employees, all Govt. Taxes, Levies etc. will be his responsibility and HFDC shall not be responsible in case of any for such payments and shall not be responsible for any injury, death or fatal accident etc. happened to his employees. Necessary precautions shall be taken against such hazards. All liabilities under the labour laws and Income Tax act/GST must be taken care of.
35. The HFDC shall not be liable/ responsible for any incident/ occurrence injury/ damage caused to the employee deployed by the Management Contractor for rendering services as per this agreement. Simultaneously, no felling cutting of trees will be allowed in and around the campus and plantations may be raised by the Management Contractor in and nearby areas of the Camping site for improvement and beautification of the camp landscape preferably utilizing the treated water. No damage will be done to the Flora and Fauna available in the area. Training and pruning of shrubs/hedges and required trees may be carried out. Any damage to the forest near the camping site on account of fire, theft, flood, illicit felling etc. will be borne by the Management Contractor and staff of HFDC will be taking appropriate action as per existing rules and regulations if such incidences are reported.
36. The hunting, teasing or damage to wildlife or birds shall not be allowed in the Nature/Farm Camp area and the adjoining forest area.
37. Lights shall be kept dim or low headed to provide suitable environment for birds/wild animals in the area.
38. The General Manager, HFDC or any higher authority of HFDC shall reserve the right to cancel the bid at any time without any reason.
39. The Management Contractor shall avoid using polythene in the campus of nature/farm camp. Waste material like polythene, garbage etc. has to be

- destroyed/disposed of properly by the Management Contractor. He will ensure the cleaning of the assets to be used by the visitors in camping site.
40. The Management contractor will encourage the sale of local handicraft, fruits and other local products and will be displayed in the stall/kiosk in the camp.
 41. Construction of any Permanent Structure will not be allowed, however, any temporary assets created on site with the permission of General Manager, by the Management Contractor will be his sole property and he may remove the same after the contract is over.
 42. The payment of Electricity and Water bills will be the responsibility of the Management Contractor. The repairs of borewells and electric works shall be carried out him/her at their own cost.
 43. The period of contract will be for 14 years and further renewable on year to year basis on the request of the Management Contractor and based on quality of services and performance during contract period and on 15% (per year) enhancement of the agreed contract value (as on 14th year) calculated on year to year basis.
 44. The Managing Director of the HFDC reserves the right to Renew/Extend the contract on mutually agreeable terms subject to the satisfactory performance of the Management Contractor.
 45. The Management Contractor may employ trained Eco-tourist/bird guides for the awareness of visitors about flora and fauna of the area.
 46. After opening of the bids if rates are found below the floor price or if the under signed is not satisfied with the amount offered, then open auction shall be conducted among the bidders who participated in the tender/ bids.
 47. The Management Contractor will take Fire Safety and Electric Safety Certificates or any other certificate required under law from the concerned Authorities. HFDC shall help in getting the required clearances.
 48. The Management Contractor will have to bear all expenses relating to electricity, water arrangement, housekeeping, training & front desk infrastructure & security of nature camp. He will also have to make sure that all the services are provided uninterrupted up to desired standards to the guests.
 49. The sites should have their own garbage disposal system and all the non-degradable garbage will be disposed by the Management Contractor at the disposal site prescribed by the HFDC, Haryana Health Department and Pollution Control Board.
 50. Power back up shall be ensured by The Management Contractor at his own costs, preferably solar system, if possible.
 51. HFDC shall not be responsible for any loss of Business due to any reason or action and no compensation or damages can be claimed from HFDC by the Management Contractor for such losses/damages.
 52. Pitching of tents and its related infrastructure, Campus/Lawn maintenance, electrical appliances like bulbs/Lights fixed at the cost of the Management Contractor, sewage and waste disposal, security in and around the campus is responsibility of the Management Contractor.

53. The management Contractor shall abide by local customs and shall give due respect to local communities and the villagers. In case of any issue, the same shall be brought to the notice of HFDC management immediately.
54. The vehicles of the people visiting the nature/farm camp shall be allowed upto parking area only. The Management contractor shall arrange for battery operated vehicles/camel carts/horse carts or any eco-friendly vehicle for movement of his employees and clients from entry gate to allotted campus.
55. The Management Contractor shall be allowed to put such signages restricting the entry of un-authorized persons in the area allotted to him/her for management and operationalisation.
56. The allotted assets may be utilized by the Management Contractor for various purposes in consultation with HFDC management and the purpose shall be recorded in writing and the written document shall be obligatory to the Management Contractor.
57. Any dispute between the Management Contractor and the management of HFDC, shall be resolved as per Arbitration Clause mentioned above. If the dispute is not settled, it shall have the jurisdiction of Court of District Gurugram/Rewari.

General Manager
HFDC Ltd., Gurugram

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 Haryana, India

Subject: Invitation of Proposals for Development, Management and Operation of Nature/Farm Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram

Ref. No. GM/HFDC/GGN/16/2018-19

Dear Sir/Madam,

We, the undersigned, offer to submit proposal for **Invitation of Proposals for Development, Management and Operation of Nature/Farm Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram** 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. three months.

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:

APPENDIX - B

CHECKLIST

RFP: “Invitation of Proposals Development, Management and Operation of Nature/Farm Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram”

Name of the Agency submitting Proposal: _____

Does your proposal include the following?

Sr. No.	Check List Document	Yes/No	Page No.
1.	Cover Letter {use template in Appendix A}		
2.	Company/Firm/Agency/Consortium details filled in Information Form (Format enclosed as Annexure-I)		
3.	Copy of Registration of the firm/agency		
4.	Copy of PAN		
5.	Copy of GST Registration		
6.	Copy of EPF,ESI Certificates		
7.	Average Turnover of last three years should be Rs. 50.00 lakhs. Enclose copy of the Income Tax Return and balance sheet of last three years duly certified by Chartered Accountant		
8.	Solvency Certificate from Bank worth Rs. 1.00 crore		
9.	Affidavit on a Stamp Paper, duly attested by the Notary Public that the information furnished with documents is correct and to accept all the terms and conditions without any condition (Format enclosed- Annexure-II)		
10.	Undertaking for proposal validity upto three months (Format enclosed- Annexure-III) on the letter head of the firm/agency.		

11.	Self certification that the agency/firm/company/partner (if any) has not been blacklisted by any Government Organisation (Format enclosed-IV).		
12.	Have you submitted your technical and financial proposal to HFDC before deadline?		

(Signed by an Authorized Officer of the Firm)

.....

Name of Firm

.....

Date

Information Form (Annexure-I)

- 1. Name of the applicant/organization/firm/consortium/company:**

- 2. Full Address with Tel/Fax No./Mobile/E-mail :**

- 3. Legal Status : Individual/Private/Public**

- 4. Name and Designation of the individual (s) authorized to act for the organization/firm for this work**

- 5. Particulars of Registration with various Government Bodies: Attach attested Photocopies**
 - a. Registration No. and certificate of the firm:**

 - b. PAN :**

 - c. GST Number:**

 - d. EPF Registration:**

 - e. ESI Registration:**

 - f. Registration with Other Government organisations, if any**

6. Turnover during last three years (Attach copies of balance sheets and ITRs certified by Chartered Accountant)

a. 2014-15

b. 2015-16

c. 2016-17

7. Relevant Experience details:

8. Has the applicant/applicant firm, ever debarred/blacklisted for tendering in any of the Government Organisation at any time? If so, give details.

9. Has the applicant/applicant firm, ever been convicted by a court of law? If so, give details.

10. Any other information considered necessary but not included above

Signature of Applicant (s)

Annexure-II

AFFIDAVIT ON NON-JUDICIAL OF RS. 100/-

1. I, the undersigned, do hereby certify that all the statements made in the proposal 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 which have been rescinded, during last five years prior to the date of submission of this proposal.
3. I/We hereby unconditionally accept all the terms and conditions laid down in the RFP document in its entirety for the work – **“Invitation of Proposals for Development, Management and Operation of Nature/Farm Camp at Musedpur-Garhi Nathe Khan, Block Farukhnanagr, District Gurugram”**.

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

.....
Title

.....
Name of Firm

.....
Date

Annexure-III

UNDERTAKING

(On the letterhead of the agency)

I/we, the undersigned, do hereby undertake that my/our firm M/s agree to abide by this bid (Technical & Financial) for a period of 03 (three) 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

Annexure-IV

Self Certification that the agency has not been blacklisted

(on letterhead of the agency/firm)

I/We, undersigned, hereby certify that neither my/our agency/firm M/s.....
has not been blacklisted by any Government organization nor any contract awarded to us has
been rescinded, during last five years prior to the date of submission of this proposal.

.....

(Signed by an Authorized Officer of the Firm)

.....

Title of Officer

.....

Name of Firm

.....

Date

FINANCIAL PROPOSAL (GM/HFDC/GGN/16/2018-19) – ANNEXURE-V

NAME OF WORK & TENDER NO.: INVITATION OF PROPOSALS FOR DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE/FARM CAMP AT MUSEDPUR-GARHI NATHE KHAN, BLOCK FARUKHNANAGR, DISTRICT GURUGRAM (GM/HFDC/GGN/16/2018-19)

Sr. No.	Name of Work	Fixed Revenue offer per annum to HFDC (Rs.)	
		Figures	Words
1.	DEVELOPMENT, MANAGEMENT AND OPERATION OF NATURE/FARM CAMP AT MUSEDPUR-GARHI NATHE KHAN, BLOCK FARUKHNANAGR, DISTRICT GURUGRAM, HARYANA		

I further undertake to agree to provide enhancement of 10% over the quoted offer every three years upto 14 years and enhancement of 15% during extended period calculated on year to year basis.

Signature of the applicant