

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



RFP DOCUMENT

**INVITATION OF PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR
LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION
(GM/HFDC/GGN/14/2018-19)**

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/14/2018-19

Dated: 02.07.2018

PRESS NOTICE

INVITATION OF PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION

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. Interested parties may submit their technical and financial proposals in separate sealed covers for joint management contract for these lands in the prescribed performa which may be received from office or from the website of HFDC i.e. www.hfdc.gov.in on any working date between 9.00 am to 5.00 pm on or before 16.07.2018. The complete proposals may be submitted by 16.07. 2018 before 11.00 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/14/2018-19

Dated: 02.07.2018

INVITATION OF PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION

Haryana Forest Development Corporation (HFDC) is a Haryana State Government Undertaking, has taken 500 acres of land on lease from Irrigation & Water Resources Department, Haryana for 10 years at Masani Barrage in District Rewari, Haryana w.e.f July 2017. 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 w.e.f July 2017. The panchayat lands may utilized for organic farming as these will be brought under cultivation for the first time. Proposals are invited from interested agencies/parties/consortium for joint management contract of these lands i.e. lands at Masani Barrage for nine years and Panchayat lands for 14 years. The detailed terms and conditions can be downloaded from the website <http://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 July 16, 2018 by 11.00 hrs.

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

EMD: Rs. 5.00 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:

1. Issue of RFP documents : 09.07.2018 to 16.07.2018
2. Pre-Bid meeting at Gurugram/Gurgaon/New Delhi: 15.07.2018 at 3.00 pm
3. Closing of sale of submitting proposals : 16.07.2018 at 10.00 am
4. Last date and time of submission of proposals : 16.07.2018 at 11.00 pm
5. Opening of proposals : 16.07.2018 at 11.30 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/14/2018-19

Dated: 02.07.2018

INVITATION OF PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION

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.

3. About the lands taken on lease:

Haryana Forest Development Corporation (HFDC) is a Haryana State Government Undertaking, has taken 500 acres of land on lease from Irrigation & Water Resources Department, Haryana for 10 years at Masani Barrage in District Rewari, Haryana w.e.f. July 2017. 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 w.e.f July 2017. The panchayat lands may utilized for organic farming as these will be brought under cultivation for the first time. Proposals are invited from interested agencies/parties for joint management contract of these lands i.e. lands at Masani Barrage for nine years and Panchayat lands for 14 years.

HFDC is interested to execute into a Joint Management Contract for management of these lands on sustainable basis so that HFDC may earn maximum revenue through various sustainable activities which may be undertaken on these lands and provide employment opportunities for local people.

A. Land at Masani Barrage, Near Dharuhera, NH-8, District Rewari:

- Masani Barrage was constructed by Irrigation Department, Haryana on Sabi River during late 1970s near Dharuhera in district Rewari of Haryana State located on National Highway No. 8.
- The seasonal river Sabi has its origin in Rajasthan and used to cause heavy floods during rainy season in Rewari and Gurgaon districts of Haryana during 1970s and the Masani Barrage was constructed to store rain water to control floods downstream in Rewari and Gurgaon districts.
- But due to construction of dams in Rajasthan portion, no water is coming to Haryana since its construction. The land in the reservoir area was lying as waste land and some part used to be leased out to farmers for agriculture.
- About 20.57 acres of unutilized land was transferred to Haryana Forest Department for Herbal Garden and Nature Camp. Forest Department developed some of the facilities here and later the land was transferred to Haryana Forest Development Corporation for management and operationalisation purposes. Following facilities have been developed at the 22.57 acres of land:

- Forest Rest House
 - Herbal Garden & Gyan/Chetna Kendra
 - Nursery of forestry, medicinal and aromatic plants
 - Nature Camp facilities like loghut and tents
 - Nature Interpretation Centre-cum-Museum for nature education & awareness
 - Cactus Garden
 - Furniture unit /Timber Value addition workshop
 - Nursery Bags factory
 - Tree Guards manufacturing workshop
 - Skill Development Centre in Forestry
 - Timber Depot and sawmills
 - Retail Outlet (Petrol Pump)
- The site has been registered under High Nest Scheme of National Highways for establishment of wayside amenities along National Highways. The site is located on the Golden Triangle tourism map of India, therefore, it is having a high potential for tourism also.
 - A proposal of HFDC was pending with Irrigation Department. HFDC was interested to take 1100 acres of land of reservoir area on lease. The proposal of HFDC was approved and in first phase 520 acres of land was leased out to HFDC in July 2017. Later, the proposal of balance 584 acres of land has also been approved by the Irrigation Department, Haryana.
 - HFDC prepared proposals under Swaran Jayanti Utsav to develop the site as Golden Jubilee Nature Park.
 - The total land in the Masani Barrage was 1677 acres, out of which 1100 acres have been approved for leasing out to HFDC. About 500 acres is covered under Bund which is notified protected forest.
 - HFDC submitted projects for plantation of medicinal plants along bund and was approved by national Medicinal Plant Board. Under the project 2.20 lacs saplings of medicinal plants will be planted on the bund and it will be developed as Nature Trail for nature lovers. A lake will be developed under the project for tourist attraction. Lot of birds (113 species) have been reported in the Masani Barrage area last year.
 - Another project for plantation of 80000 plants under Sub-Mission on Agroforestry and plantation of species for agroforestry will be carried out on the land.
 - The area has been fenced by HFDC.
 - Tubewells have been installed and proposal for electric line in the project area is under progress.
 - **Restrictions on the land taken on lease:** Since it is reservoir area of Sabi river, there, 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 nature/farm tourism. The site is suitable for farming and nature/farm based tourism activities.

B. 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 Panchayat 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.

4. What HFDC is looking for?

HFDC is interested to enter into a Joint Management Contract with prospective agencies for execution of projects to be submitted by them considering the site conditions and restrictions of activities on the sites. HFDC is looking for project proposals in which certain

activities will be supported by HFDC and project execution activities will be supported by the project proponents. The project proponents are supposed to ensure minimum fixed revenue commitment to HFDC during the project period.

5. Eligibility Criteria for submission of Proposals:

The project proponents should fulfill following eligibility criteria before submission of project proposals:

- i) Registration of the firm/agency/company
- ii) Should have PAN
- iii) Should have GST Registration
- iv) Should have EPF,ESI registration
- v) Should have annual average turnover of Rs. 10.00 crores of last three years.
Enclose copy of the balance sheet and Income Tax Return of last three years duly certified by Chartered Accountant as documentary proof
- vi) Solvency worth Rs. 20.00 crores
- vii) Affidavit on a non-judicial stamp paper of Rs. 100/-, 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**)
- viii) Undertaking for proposal validity upto three months (**Format enclosed-Annexure-III**) on the letter head of the firm/agency.
- ix) Self certification that the agency/firm/company/partner (if any) has not been blacklisted by any Government Organisation (**Format enclosed-IV**).

6. Terms of Reference of Joint Management Contract between HFDC & Project Proponent:

a. Activities to be supported by HFDC under Joint Management Contract:

As envisaged under Joint Management Contract, certain activities will be supported by HFDC and project execution activities will be supported by the project proponents. The activities to be supported by HFDC are mentioned under:

- Providing Land for project implementation and existing infrastructure on as and where basis
- Lease rent of land
- Any other administrative/Government support required for project implementation
- Co-ordination with Government departments

b. Activities to be supported by Project Proponent under Joint Management Contract:

The project proponent will propose activities which will be carried out utilizing the management support provided by HFDC. In view of management support provided by HFDC, the project proponent will ensure and provide a fixed annual revenue commitment for the project period to HFDC. The project proponent has to quote that amount in the financial proposal. The project proponent shall execute the proposed and finalized project activities at their own cost. HFDC shall not be responsible for any expenditure for proposed project activities.

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. 5.00 lacs in the form of DD), Technical Proposal (full document) and the Financial Proposal in the prescribed format (Format enclosed –Annexure-IV).

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

- a. **Envelope-I:** The EMD (Rs. 5.00 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 signed on every page and indexing 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. 10.00 crores. 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.20.00 crores
- 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 that the agency/firm/company/partner (if any) has not been blacklisted by any Government Organisation (**Format enclosed-IV**).

The project proponents have to submit the above mentioned 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.
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 the Corporation 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. **Separate** technical and financial proposals shall be submitted by the project proponents for two locations of lands i.e. Masani Barrage (District Rewari) and Panchayat lands – Musedpur-Garhi Nathe Khan-Palari-Mehchana (District Gurugram). The project proponents shall write on the envelope the name of the site for which they are submitting the project proposals.

9. The project proponents should sign each and every page of the documents.
10. The application (s) /material (s) submitted by the project proponent (s) in response to this RFP shall become the property of the HFDC.
11. 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.
12. There should not be any overwriting in the Financial Proposals. Proposals submitted with overwriting will be summarily rejected.
13. 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.
14. The Contract Agreement shall be executed with the successful project proponent after deposition of Performance Guarantee mentioned the RFP document.
15. In no circumstances, the successful project proponent would be allowed to sublet the contract in part or whole of the contract except the labour works or manpower/machinery required for project execution.
16. All the taxes and other related obligations will be met by the successful project proponents.

8. Period of Contract:

The period of Contract shall be

- a. Shall be nine (09) years i.e. up to June 30, 2027 for lands at Masani Barrage (Rewari) and
- b. Shall be 14 years for Panchayat lands which may be extended on mutually agreed terms and conditions for a period of further three years.

9. Performance Guarantee:

The successful project proponent whose proposal will be accepted by HFDC has to deposit Performance Guarantee equivalent to annual offer value of financial proposal having validity for nine years for Masani Barrage site and 14 years for Panchayat lands. EMD submitted along with Technical Proposal may be adjusted in Performance Guarantee on the request of the successful project proponents.

10. Project Termination:

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

11. Mode of payment to HFDC:

The successful project proponent shall have to deposit 40% of the annual offer value quoted in financial proposal at the time of signing of the Contract Agreement to HFDC. The rest 60% shall be paid in equal quarterly advance installments (20% in each quarter) on or before Seventh date of the month in which the installment is due.

12. Arbitration Clause:

1. Any dispute or difference arising out of this contract will be resolved through joint discussion of the authorized representatives of the concerned parties in the presence of Chief General Manager, Haryana Forest Development Corporation Ltd., New Delhi/Panchkula. However, if the disputes are not resolved by the joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the PCCF-cum-Managing Director, Haryana Forest Development Corporation Ltd., Panchkula.
2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by the Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
3. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the contract to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in the

terms of the contract. Arbitration proceedings will be held at Gurugram/Panchkula only.

4. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Gurugram only.

13. 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:

Envelope-I: EMD and cost of tender Document

Envelope-II: Technical Document

- Complete RFP document signed on every page and indexing
- Information of the Company/Firm/Agency (**Annexure-I**) along with all the supporting documents mentioned under eligibility criteria.
- 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.
- Check if all the documents are provided. (Use the template in **Appendix B**).

C. Financial Proposal:

Envelope-II: Financial Proposal as per format enclosed as **Annexure-V** duly signed by the applicant. Unsigned financial proposals shall be considered unresponsive.

All the three envelopes shall be placed in one big envelope subscribing name of the RFP.

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 PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION**”. 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, if any
- c) Reputation of organization

B. Clarity, 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. 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 interested parties to present and discuss their proposal in person.

C. Proposal revision

HFDC may choose to invite 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

HFDC will finalize detailed contract agreement in mutual consultation with the successful project proponents.

17. RFP Response Information

All responses to this RFP must be received no later than 11:00 am on July 16, 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:

- i. To disqualify any offer based on interested parties failure to follow solicitation instructions;
- ii. 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;
- iii. Extend the time for submission of all RFP responses after notification to all interested parties;

- iv. Terminate or modify the RFP process at any time and re-issue the RFP to whomever HFDC deems appropriate;
- v. HFDC reserves the right to issue an award based on the initial evaluation of offers without discussion;
- vi. 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 Haryana, India

**Subject: Invitation of Project Proposals for Joint Management Contract for Lands
Taken on Lease by Haryana Forest Development Corporation
Ref. No. GM/HFDC/GGN/14/2018-19**

Dear Sir/Madam,

We, the undersigned, offer to submit proposal for **Invitation of Project Proposals for Joint Management Contract for Lands Taken on Lease by Haryana Forest Development Corporation** 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 Project Proposals for Joint Management Contract for Lands Taken on Lease by Haryana Forest Development Corporation”

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. 10.00 crores. 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. 20.00 crores		
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 by the required 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:**

- 2. Address with Tel/Fax No. :**

- 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 certified by Chartered Accountant)**
 - a. 2014-15**
 - b. 2015-16**
 - c. 2016-17**

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

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

- 9. Any other information considered necessary but included above e.g. experience in the related field**

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 Project Proposals for Joint Management Contract for Lands Taken on Lease by Haryana Forest Development Corporation”**.

.....
(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 proposal (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/14/2018-19) – ANNEXURE-V

NAME OF WORK & TENDER NO.: INVITATION OF PROJECT PROPOSALS FOR JOINT MANAGEMENT CONTRACT FOR LANDS TAKEN ON LEASE BY HARYANA FOREST DEVELOPMENT CORPORATION (GM/HFDC/GGN/14/2018-19)

Sr. No.	Particulars of the land and area	Fixed Revenue offer per annum to HFDC (Rs.)	
		Figures	Words
1.	Land at Masani Barrage (500 acres)		
2.	Panchayat lands at Musedpur, Garhi Nathe Khan, Palari and Mehchana (250 acres)		

***Separate Financial Proposals shall be submitted for sites at Sr. No. 1 and 2.**

Signature of the applicant