

## **REQUEST FOR PROPOSAL**

**Invitation of RFP for Selection of Agency for Monitoring & Evaluation  
under Bihar Compensatory Afforestation Fund Management and Planning  
Authority CAMPA in**

**Annual Plan of Operation (APO) 2018-19 to 2024-25.**

***Issued by –***

**APCCF and Chief Executive Officer,  
Bihar State Compensatory Afforestation Fund Management and Planning  
Authority**

**3<sup>rd</sup> Floor, Aranya Bhagwan, Pir Ali Khan Marg, Patna - 800013**

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**DATE : 28.11.2025**

**NOTICE****Invitation of RFP for Selection of Agency for Monitoring & Evaluation of Works Implemented under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25.**

APCCF and Chief Executive Officer, Bihar CAMPA, Government of Bihar, invites Technical and Financial Proposals from agencies of national repute for carrying out monitoring and Evaluation (M & E) of projects undertaken under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in the Annual Plan of Operation (APO) 2018-19 to 2024-25 as per details specified in this RFP.

The RFP document can be downloaded from the official website of the Department of Environmental Forest and Climate change on <https://state.bihar.gov.in/forest/CitizenHome.html>, with effect from 03<sup>th</sup> December 2025 and response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

Interested agencies are requested to submit the proposal in written/printed form on plain A4 size paper to the undersigned as per the schedule indicated in the Fact Sheet, through Speed Post/Courier/by Hand, at the office of APCCF and Chief Executive Officer, Bihar CAMPA, Government of Bihar, 3<sup>rd</sup> Floor, Aranya Bhawan, Pir Ali Khan Road, Patna (Bihar)-800014. Any delay for whatsoever reason will not be acceptable. Maps, Charts, legal documents etc may also be provided on paper of any other appropriate size. Based on the eligibility criteria as mentioned in the RFP, Bihar CAMPA may select any applicant agency to carry out tasks as laid down in this document. APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to cancel/modify this tender at any stage without assigning any reason thereof.

For any further clarifications, please contact Chief Executive Officer, Bihar CAMPA.

  
**APCCF and Chief Executive Officer,  
Bihar CAMPA**

### **CONDITION**

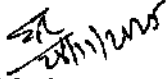
The Information contained in this Request for Proposal (hereinafter referred to either as "TENDER") document provided to the Bidders, by Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA, Patna (Bihar), hereinafter referred to as Bihar CAMPA or any of their employees or advisors, is provided to the Bidder (s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this TENDER document is to provide the Bidder(s) with information for evaluation of projects undertaken Bihar CAMPA, Patna (Bihar). This TENDER document does not purport to contain all the information each Bidder may require.

This TENDER document may not be appropriate for all persons, and it is not possible for the Bihar, CAMPA, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this TENDER document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this TENDER document and wherever necessary obtain independent advice from appropriate sources. Bihar CAMPA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER document.

Bihar CAMPA may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document and its decision will be final and abiding.

  
**APCCF and Chief Executive Officer,  
Bihar CAMPA**

## FACT SHEET

S. No.	Milestone	Tentative Date
1	Request for Proposal (RFP) document made available to the applicants on website	03.12.2025
2	Last Date for receiving queries	15.12.2025 (05:00 PM.)
3	Response to queries	20.12.2025
4	Last date for receipt of Technical and Financial proposals (Sealed Envelope)	26.12.2025 (05:00 PM)
5	Opening of Technical proposals	06.01.2026 (11:00 AM)
6	Presentation about the Methodology	12.01.2026 (11:00 AM)
7	Opening of Financial proposals of applicants who qualify pre-qualification (technical) criteria	20.01.2026 (11:00 AM)

## Note:

1. APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to cancel or amend the Tender and/or scope & other terms and condition of this Tender document. Please visit the website mentioned in the RFP document regularly from time to time for any information on the same.
2. Proposals must be submitted by the designated date, time and at the venue mentioned in the Fact Sheet, Proposals that are received after the deadline will not be considered. **Proposal in soft format or any form/format other than as prescribed format shall not be entertained.**
3. **In case of any Public Holiday or any other exigencies the date and time may be modified by the APCCF and Chief Executive Officer, Bihar CAMPA.**

  
 APCCF and Chief Executive Officer,  
 Bihar CAMPA

## DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this RFP have the following meaning:

1. **"CAMPA"** refers to Compensatory Afforestation Fund Management and Planning Authority.
2. **"Bihar CAMPA"** refers to Bihar Compensatory Afforestation Fund Management and Planning Authority notified by Notification No. VAN BHUMI 75/2018 1386 (E)/ E.F. Patna – 15 Dated 27.12.2018
3. **"PCCF, Bihar"** means Principal Chief Conservator of Forests (HoFF), Bihar.
4. **"APCCF-and-CEO, CAMPA"** means the Additional Chief Conservator of Forests and Chief Executive Officer Bihar CAMPA
5. **"Applicant"** means Agency which submits proposal in response to this Request for Proposal document.
6. **"Consultant"** or "Advisor" means the Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract.
7. **"Proposal"** means proposal submitted by Applicant Agencies in response to the RFP issued by the APCCF and CEO, Bihar CAMPA for selection of Consultant.
8. **"Contract"** means the Contract entered into by the parties for evaluation of projects undertaken by Bihar CAMPA.
9. **"Contract Value"** means the price payable in Indian Rupees (INR) inclusive of all applicable Tax(es), to the Agency hired by the Bihar CAMPA under the Contract for the complete and proper performance of its contractual obligations.
10. **"Personnel"** means professional and support staff provided by the Consultant Agency to perform Services to execute the assignment and any part thereof.
11. **"Day"** means Calendar day.
12. **"Services"** means the work to be performed by the third party agency pursuant to this RFP and to the Contract to be signed by the selected Agency in pursuance of any specific assignment awarded by APCCF-and-CEO, Bihar CAMPA.
13. **"Applicable Law"** means the laws and any other instruments having the force of law in the State of Bihar.
14. **"Tender Committee"** the Committee constituted to review the documents received from selected Agency.

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## CONTENTS

S.No	Description	Page No
<b>1</b>	<b>Background</b>	8
<b>2</b>	<b>Objective of the Proposal</b>	8
<b>3</b>	<b>Scope of work for Monitoring &amp; Evaluation agency</b>	9
3.1	Area/ Location of Assignment	9
3.2	Components of CAMPA	9
3.3	Scope of work	9
3.4	Methodology	10
3.5	Deliverables	10-12
<b>4</b>	<b>Duration of Contract</b>	12
4.1	Duration	12
4.2	Penalty	12
<b>5</b>	<b>Pre Qualification Criteria</b>	13
<b>6</b>	<b>Instructions to Applicant</b>	14
6.1	General Conditions	14
6.2	Compliance / Completeness of Response	14
6.3	Applicant Clarifications	14
6.3.1	Queries	14
6.3.2	Responses to Queries and Issue of Corrigendum	15
6.4	Key Requirements of the Bid	15
6.4.1	Language	15
6.4.2	Submission of Responses	15
6.4.3	Proposal Validity	16
6.4.4	Modification and withdrawal of Proposals	16
6.4.5	Application Fee, Earnest Money Deposit	16
6.4.6	Proposal Preparation Costs	17
6.4.7	Late Proposals	17
6.4.8	Right to terminate the Process	18
6.4.9	Human Resource	18-19
<b>7</b>	<b>Evaluation Process</b>	20
7.1	Tender Opening	20
7.2	Tender	20
7.2.1	Eligibility Verification	20
7.2.2	Technical Evaluation	21
7.2.3	Financial Evaluation	22
7.2.4	Consideration for Quality & Cost Based Selection (QCBS) method	22-23
<b>8</b>	<b>Deciding Award of Contract</b>	23
<b>9</b>	<b>Execution of Contract Agreement</b>	24
<b>10</b>	<b>Terms and Conditions: Applicable Post Award of Contract</b>	25
10.1	Support from the Department of Forest	25
10.2	Information Security	25
10.3	Confidentiality	25
10.4	Intellectual Property Rights	26

*21*

10.5	Right of Monitoring, Inspection and Periodic Audit	26
10.6	Contract administration	27
10.7	Statutory Requirements	27
10.8	Force Majeure	28
10.9	Fraud and Corrupt Practices	29
10.10	Failure to agree with Terms and Conditions of the RFP	30
10.11	Notices	30
10.12	Dispute Resolution Mechanism	30
10.13	Termination Clause	30
10.13.1	Termination for Default	30
10.13.2	Termination for Insolvency	31
10.13.3	Termination for Convenience	31
10.13.4	Termination by APCCF and Chief Executive Officer, Bihar CAMPA	32
10.13.5	Termination by the selected Agency	33
10.13.6	Consequences of Termination	33
<b>11</b>	<b>Special Conditions of Contract</b>	34
11.1	Relationship between the Parties	34
11.2	No assignment to sub-agency(s)	34
11.3	Survival	34
11.4	Entire Contract	34
11.5	Governing Law	34
11.6	Jurisdiction of Courts	34
11.7	Payment Schedule	35
11.8	Continuance of the Contract	35
11.9	Conflict of Interest	35
11.10	Severance	36
11.11	No Claim certificate	36
11.12	Waiver	36
11.13	Taxes	36
<b>12</b>	<b>Review Procedure to apprise the reports</b>	36
	<b>Annexure</b>	
IA	Proposal Covering Letter	37
IB	Format for Power of Attorney	38
II	Performa for Submission of Technical Proposal	39-40
III	Performa for Submission of Financial Proposal	41
IV	Major Heads wise Works taken under Bihar CAMPA	42



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## **TERMS OF REFERENCE**

**RFP FOR SELECTION OF AGENCY TO CARRY OUT MONITORING & EVALUATION OF VARIOUS WORKS IMPLEMENTED UNDER BIHAR COMPENSATORY AFFORESTATION FUND MANAGEMENT AND PLANNING AUTHORITY CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25.**

### **1. Background**

"The Compensatory Afforestation Fund Act, 2016" has been notified in the Gazette of India by the Ministry of Law and Justice, Government of India, dated 3<sup>rd</sup> August 2016.

In exercise of the powers conferred by sub-section (i) of section 30 of the Compensatory Afforestation Fund Act, 2016 (38 of 2016), the Ministry of Environment, Forest and Climate Change, Government of India has issued the Compensatory Afforestation Fund Rules 2018 vide Gazette Notification dated 10<sup>th</sup> August 2018.

Further, the Ministry of Environment, Forest and Climate Change, Government of India has issued Gazette Notification, dated 13<sup>th</sup> August 2018; by which it has appointed the 30<sup>th</sup> day of September, 2018, as the date on which the provisions of said Act shall come into force. "

In compliance of said Act and Rules, Government of India has constituted the Bihar Compensatory Afforestation Fund Management and Planning Authority (Bihar CAMPA) vide its notification dated 14<sup>th</sup> September 2018.

As per the provisions made under CAF Act, Section 4(1),- the Government of Bihar has created Bihar Compensatory Afforestation Funds vide its notification No. VAN BHUMI 75/2018 1386 (E)/ E.F. Patna - 15 Dated 27.12.2018

Various activities including plantations, soil & water conservation, forest & wildlife protection, infrastructure development, grassland improvement and implementation of CAT Plans are currently being undertaken by the Bihar Forest Department with funds made available by Bihar CAMPA.

### **2. Objective of the Proposal**

As per the Para 5(3)h of the Compensatory Afforestation Fund Rules, 2018 - independent concurrent monitoring and evaluation and third-party monitoring of various works undertaken from State Fund;" shall be carried out.

According to the Para (2)e of the Compensatory Afforestation Fund Rules, 2018 - "Third Party Monitoring" means monitoring and evaluation of works executed from National Fund and State Fund by the parties which are external to a project's direct beneficiary chain and management structure having no conflict of interest on parameters of evaluation as determined by the National Authority over and above the baseline to assess whether desired social, environmental or other impacts are being achieved and undesirable impacts avoided.





The State CAMPA, Bihar, implements a range of forestry, afforestation, Soil and Moisture Conservation works, Infrastructure Development works, wildlife and natural resource management programmes under its Annual Plan of Operations (APO). In order to ensure transparency, accountability and improved efficiency in implementation, the Department intends to engage an independent agency to undertake Monitoring & Evaluation (M&E) for the APO years 2018-19 to 2024-25.

### **3. Scope of work for Monitoring & Evaluation agency**

#### **3.1 Areal Location of Assignment: Entire State of Bihar.**

**3.2** The third party is expected to carry out scientific monitoring and technical evaluation as per established protocols of the following:

- Compensatory afforestation and other plantation and related activities.
- Infrastructure development activities including construction of buildings, barracks, anti-poaching camps, barriers etc.
- Soil & moisture conservation works.
- Various activities for strengthening of forest & wildlife management including habitat improvement works.
- Assess outcomes and social impacts of activities as above.

**3.3** For the purposes of the above, the third party agency will carry out the following activities:

- a) Acquiring adequate familiarity with the project, its objectives, procedures of its implementation and the proposed project activities, before taking up the sample survey.
- b) Develop Sampling Methodology to conduct this assignment.
- c) Examine Forest Division wise input activity(s), implementation process and quality of the outputs/ Outcome & Impact in accordance to Project components and objectives.
- d) Verify details and status of activities on E-green watch including GPS Co-ordinates, Linear GPS coordinates (start point and end point) and GPS polygon(s) as applicable Vis-a-vis On-site verification.
- e) Examine Relevant Records to verify progress.
- f) Identify problems if any in the timely completion of the works.
- g) Suggest measures to improve the effectiveness of the activities through appropriate Gap identification.
- h) Frame rationale for each suggestion to fill-up the gaps towards effectiveness of the activities performed.
- i) Prepare and submit Inspection report, Interim report, draft annual report, final annual report and Final report.
- j) During the assignment the selected Agency shall comply the instructions issued by the APCCF and Chief Executive Officer Bihar CAMPA, if any.



In short, the following aspects are to be covered in the field study:

- Verification of the physical progress quantitatively and qualitatively vis-a-vis the APO.
- Process Evaluation, Impact and Output Evaluation including social impacts.
- Cost-Benefit and Cost-Effectiveness Evaluation.
- Suggestive measures, if any.
- The team members will have to visit each site. The team members will have to inspect 10% of the plantation area at each site and make observations on survival, height and health and overall quality of plantations. The sample will be selected randomly.
- Every site of the SMC & Infrastructure work will be inspected & monitored.

Note: In case scope of work covered under this contract is sought to be further expanded: the same can be taken up based on mutual consultation.

### 3.4 Methodology

Agency must incorporate following tools to carry out the assignment:

- Field Visit(s);
- Quantitative & Qualitative Survey(s);
- Interaction with Forest Division(s) Officials;
- Verification of relevant records/documents;
- Structured interaction with Local Community(s);
- Any innovative idea of applicant Agency or any other useful tools/techniques/methods as may be acceptable to ascertain the monitoring and evaluation of the works undertaken.

### 3.5 Deliverables

The assignment has to be completed in a time bound manner, The agency will submit Periodic Report(s) and submit all deliverable(s) to APCCF and Chief Executive Officer Bihar CAMPA, in following manner:-

- (i) Submission of **Work Plan** which should include timeline for all the deliverables; within 15 days of signing the contract.
- (ii) **Inception Report:** The Agency shall provide an **Inception Report** to clearly describe their methodology, formats/ questionnaires to be used, benchmarks/ milestones and schedule of activities at the start of assignment; within 2 months of signing the contract.
- (iii) **Interim Reports:** On approval and acceptance of the Inception Report, the Agency shall initiate project review to monitor & evaluate various activities funded by Bihar CAMPA. Inception Report shall be submitted on quarterly basis as shown in the Work Schedule. Each field visit Report; covering the above aspects and any other relevant aspects; must be submitted within 02 weeks of completion of the visit.



- (iv) **Draft Annual Reports for each year:** On the basis of measured, Quantified and verified Works on each component the Agency shall submit a consolidated Report (Volume-I) on overall Progress of Works undertaken by Bihar CAMPA and provide a Report Card along with Executive Summary and common Suggestive/ Gao filling measures. This shall be submitted within 09 months of contract signing.
- (v) **Final Annual Reports for each year:** Final Annual Reports and complete data sets should be submitted **within 12 months** after receipt of final comments and suggestions on the draft Final Reports.

The entire Work Schedule is given below:

Task	Time-line
<b>Work Plan</b>	<b>Within 15 days of contract signing.</b>
<b>Inception Report of all APOs</b>	<b>Within 2 months of contract signing.</b>
<b>Interim Reports of all APOs</b>	<b>Within 6 months of contract signing</b>
<b>Draft Annual Reports of all APOs</b>	<b>Within 09 months of contract signing</b>
<b>Final Annual Reports of all APOs</b>	<b>Within 12 months of contract signing</b>

	Year-I			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>Work Plan</b>	x			
<b>Inception Report</b>	x			
<b>Interim Reports</b>		x		
<b>Draft Annual Reports</b>			X	
<b>Final Annual Reports</b>				X

- (vii) The outputs required are draft /final reports on the tasks listed in and the corresponding schedule specified in above section. The agency shall submit draft report in mutually agreed formats of APCCF and Chief Executive Officer Bihar CAMPA in 10 copies alongwith Executive Summary for all Reports. The Agency will make a detailed presentation of its findings and ameliorative actions for discussion before the "Tender Committee" for finalization. (Refer Para 12)
- (viii) After the recommendations of the Tender Committee the Agency shall submit Final Annual Reports of APCCF and Chief Executive Officer Bihar CAMPA in 10 copies alongwith soft copy(s) of Reports. (Text must be in MS-word, tables in xls, pictures/MAPs in .jpeg and polygon in KML files).

*Handwritten signature*

- (ix) The Agency shall submit a Final Report (a compilation of approved Final Annual Reports) to APCCF and Chief Executive Officer Bihar CAMPA in 10 copies along with all soft copies.
- (x) Before submission of its final Invoice, the Agency shall handover the entire database/ filled formats / MAPs /polygons etc. (generated for the purpose of this assignment) in original to APCCF and Chief Executive Officer Bihar CAMPA. The Agency will not use/ share the information generated for this assignment with any other Agency(s)/Organization (s); without written permission of APCCF and Chief Executive Officer, Bihar CAMPA.

#### **4. Duration of Contract**

4.1 The duration of the assignment is "one year" from date of signing contract.

#### **4.2 Penalty for Non-performance / Breach of Contract.**

4.2.1 If the selected agency fails to perform the functions as agreed upon in the Contract to be signed with Bihar CAMPA or commit breach of any of the "Terms and Conditions", provisions or stipulations of the Contract, Bihar, CAMPA shall take appropriate action including penalty, termination of the contract or both.

4.2.2 Delay in completion of the assignment/Incomplete Deliverables : Delay in completion of any task delivery of desired reports will be considered as breach of conditions. In such a situation, Liquidated Damages (LD) for late delivery at 1% (One percent) of the undelivered portion of order value per month will be charged for every month's delay in the specified delivery schedule subject to a maximum of 10 % of the value of the contract.

The above Liquidated Damages for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.

The cumulative and aggregate limit of Liquidated Damages for delay in delivery and Liquidated Damages for delay in commissioning would be limited to maximum of 10% of the total contract value. The aggregate liability of the Consultant/ Advisor shall in no event exceed the total value of the fee received under this Contract.

The decision of the APCCF and Chief Executive Officer Bihar CAMPA in this regard shall be final.

4.2.3 In case of non performance, nothing herein shall restrict the APCCF and Chief Executive Officer Bihar CAMPA to invoke guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or-remedies that may be available to the under law or otherwise. Further, APCCF and Chief Executive Officer Bihar CAMPA may blacklist and debar the selected agency for applying for its future assignments also. In such case entire Bank Guarantee/ Performance Guarantee will be forfeited.

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## 5. Pre Qualification Criteria :

The invitation to Proposal is open to all applicants who qualify the eligibility criteria as given below :

SI No.	Eligibility Requirement	Specific Requirement	Documents Required
1	Legal Entity	<ol style="list-style-type: none"> <li>Applicant Agency eligible for participating in the assignment should be a single legal entity registered in India as follows:-               <ol style="list-style-type: none"> <li>A company registered under the Companies Act 1956 or</li> <li>An Agency registered under the Indian Trusts Act 1882 or</li> <li>An Agency registered under the Societies Registration Act 1860 or Indian Partnership Act, Co-operative Societies Act or any other Act which confers legal entity or</li> <li>UGC recognized University or</li> <li>Central /State Government / Autonomous Bodies including Forestry or Environmental Research Institutions</li> </ol> </li> <li>Agency/Firm must be registered under all applicable laws I Rules/Government notifications including the following:-               <ol style="list-style-type: none"> <li>Employees Provident and Miscellaneous Provisions Act, 1952; and</li> <li>Employees State Insurance Scheme.</li> <li>GST</li> </ol> </li> <li>Agency/Firm must be in operation, continuously for the last 10 years in the field of Consultancy as on 31<sup>st</sup> March, 2025.</li> <li>Agency/Firm should not be blacklisted or placed under funding restriction by any Ministry/ Department of Central or State Government.</li> </ol>	<ul style="list-style-type: none"> <li>- Certificate of incorporation</li> <li>- Registration Certificates related to Point 1 &amp; 2.</li> <li>- GST Registration</li> <li>- PAN Number of the Agency</li> <li>- Affidavit to point 4</li> </ul>
2	Applicant's Experience	<ol style="list-style-type: none"> <li>The applicant shall have good experience of carrying out Results based Monitoring &amp; Evaluation of forestry, wildlife, environment conservation, catchment area treatment plan, soil &amp; water conservation related Central/ State Government or Autonomous Body(s)/ Externally Aided Projects.</li> <li>The applicant shall have experience of carrying out minimum of 3 third party evaluation of projects with fee involving more than 50.00 lakhs INR each in the last 3 years (FY: 2022-2025).</li> <li>The applicant shall have minimum Annual Turnover of 50.00 lakhs INR for last 3 consecutive years.</li> </ol>	Proof of engagement such as MoU/ Work Order/ Engagement Letter / LOA/ Completion Certificate along with audited statement of accounts, financial details for last three years.
3	Authorized Representative of Applicant	A Power of Attorney in favor of the person signing the proposal.	Original Power Attorney. (if any)
4	Human Resource	The selected Agency must be able to deploy a multi-disciplinary core team exclusively for this assignment. The CVs of the core team (as specified in RFP) members will be evaluated as part of the evaluation of the technical proposal.	Details of team members to be provided.
5	Application Fee	A non refundable Application Fee Rs 10000/- (Rupees Ten Thousand only) must be deposited/submitted along with the Proposal. The Fee must be in shape of Demand Draft of any Scheduled Bank in favor of "Conservator of Forest (Head Quarter)", payable at Patna (Bihar).	
6	Earnest Money Deposit	The applicant should furnished a part of its proposal and Earnest Money Deposit (EMD) of INR 5,00,000/- in the form of Demand Draft or Bank Guarantee in favor of "Conservator of Forest (Head Quarter)", payable at Patna (Bihar).	Original Demand Draft/Bank Guarantee

## 6. Instructions to Applicant

### 6.1 General Conditions

- a) All information supplied by applicants may be treated as contractually binding on the applicants, on successful award of the assignment by the APCCF and Chief Executive Officer, Bihar CAMPA on the basis of this RFP.
- b) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the APCCF and Chief Executive Officer, Bihar CAMPA.
- c) The APCCF and Chief Executive Officer, Bihar CAMPA may cancel the process at any time prior to a formal written contract being executed by or on behalf of the APCCF and Chief Executive Officer, Bihar CAMPA.

### 6.2 Compliance / Completeness of Response

- a. Applicants are advised to study all instructions, forms, terms, requirements, appendices and other information in the RFP documents carefully. Submission of the Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Applicants must:
  - i. Comply with all requirements as set out within this RFP.
  - ii Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
  - iii Include all supporting documentations specified in this RFP.
- c. The Proposals must be complete in all respects, Indexed and Hard Bound. The page numbers must be clearly marked on each page and cross reference be indicated on the Index Page.
- d. Conditional Proposals will not be entertained and will be summarily rejected.

### 6.3 Applicant Clarifications

#### 6.3.1 Queries

- a) Applicant(s) may raise their query(s), if any related to this assignment to the APCCF and Chief Executive Officer, Bihar CAMPA in accordance to the Fact Sheet of this document.
- b) The Applicants will have to ensure that their queries should reach APCCF and Chief Executive Officer, Bihar CAMPA, through Email at address- apccfcampa.bih@gmail.com, on or before the last date (by 5:00 pm) of receiving queries as mentioned in Fact Sheet of this document through the e-mail of only authorized representative of the applicant. It should be clearly mentioned in the Subject of email that mail is for seeking clarifications on RFP. The queries should necessarily be submitted in the following format:-

Section/Page No	Content of RFP requiring clarification	Change/Clarification requested	Remarks

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- c) APCCF and Chief Executive Officer, Bihar CAMPAI shall not be responsible for ensuring that the Applicant's queries have been received by his office. Any requests for clarifications after the indicated date and time shall not be entertained by APCCF and Chief Executive Officer, Bihar CAMPAI
- d) The purpose of query clarification is to provide the Applicants with an opportunity to seek any additional information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, APCCF and Chief Executive Officer, Bihar CAMPAI, reserves the right to hold or re-schedule the process.

### **6.3.2 Responses to Queries and Issue of Corrigendum**

- a) The APCCF and Chief Executive Officer, Bihar CAMPAI will endeavor to provide timely response to the queries by uploading in email-id. No individual response to be given. However, the APCCF and Chief Executive Officer, Bihar CAMPAI, makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of Proposals, the APCCF and Chief Executive Officer, Bihar CAMPAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) will be uploaded on the website of the Department of Environmental, Forest and Climate Change <https://state.bihar.gov.in/forest/CitizenHome.html>. Any such corrigendum shall be deemed to be incorporated into this RFP.

## **6.4 Key Requirements of the Bid**

### **6.4.1 Language**

The Proposal should be submitted by the Applicants in English/Hindi language only. If any supporting documents submitted are in any language other than English/ Hindi, translation of the same in Hindi/English language is to be duly attested by the Applicants.

### **6.4.2 Submission of Responses**

Responses shall be submitted in a Two Bid Format as follows:-

- Each page of the proposals must be duly signed by the authorised signatory of the Agency and shall be free from overwriting, except as necessary to correct typo-errors; such corrections, interlineations or overwriting must be initialed by the person(s) who has signed the Proposal.



- a) Cover Letter (**Annexure-IA**) and Power of Attorney, if any (**Annexure-IB**).
- b) Technical Proposal
  - i. Technical proposal (**Annexure-II**) as per technical evaluation criteria with supporting documents (in a separate sealed envelope).
  - ii. Application Fee.
- c) Financial Proposal
 

Financial Proposal (**Annexure-III**)

  - Sealed envelopes of **Technical proposal, Financial proposal and Cover Letter** (Annexure-I A) & **Power of Attorney**, if any (Annexure-I B) are to be then placed in a bigger Envelope which should reach to the Office of APCCF and Chief Executive Officer, Bihar CAMPA by 26.12.2025 (5:00 pm). The envelope must be superscribed "**Invitation of RFP for Selection of Agency for Monitoring & Evaluation under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25**".

#### 6.4.3 Proposal Validity:

Proposal must remain valid for at least 180 days from the last date of submission, Bihar CAMPA shall ensure to complete the selection process within this period. If needed, Bihar CAMPA may request the Agency(s) to extend the validity period of their Proposals.

#### 6.4.4 Modification and withdrawal of Proposals

- a) The Applicant is allowed to modify or withdraw its submitted Proposal any time prior to the last date prescribed for receipt of Proposals, by giving a written notice to APCCF and Chief Executive Officer, Bihar CAMPA.
- b) Subsequent to the last date for receipt of Proposals, no modification of bids shall be allowed.

#### 6.4.5 Application Fee, Earnest Money Deposit

- a) A **non refundable Application Fee Rs 10000/- (Rupees Ten Thousand only)** must be deposited/submitted along with the Proposal. The Fee must be in shape of Demand Draft of any Scheduled Bank in favor of "Conservator of Forest (Head Quarter)", payable at Patna (Bihar).
- b) Earnest Money Deposit : Applicants shall submit, along with their Proposals, **EMD of INR Rs. 5,00,000/-** in the form of a Demand Draft issued in favor of Conservator of Forest (Head Quarter)", payable at Patna (Bihar).





- c) The Proposal submitted without Application Fee and EMD, mentioned above, will be summarily rejected.
- i) EMD of all unsuccessful Applicants would be refunded within 60 Days of the Applicants being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Applicant would be returned upon submission of Performance Bank Guarantee issued by Bank in favor of Conservator of Forest (Head Quarter)", at Patna (Bihar).
- ii) EMD amount is interest free and will be refundable to the unsuccessful Applicant without any accrued interest on it.
- iii) The Proposal submitted without Application Fee and EMD, mentioned above, will be summarily rejected.
- iv) The EMD may be forfeited:
  - a) If an Applicant withdraws or modifies the Proposal during the period of validity.
  - b) In case of successful Applicant, if the Applicant fails to sign the Contract in accordance with this RFP or submit Performance Bank Guarantee.
  - c) If the Bidder is found to have submitted any information wrongly/manipulated/hidden/fraud in the bid.

#### **6.4.6 Proposal Preparation Costs**

The Applicant shall be responsible for all costs incurred in connection with participation in the RFP process including participation in meetings/ discussions/ presentations, preparation of Proposal, in providing any additional information required by to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the process. This office will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

#### **6.4.7 Late Proposals**

- a) Original hard copy of RFP document received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
- b) The Proposals submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered, No correspondence will be entertained on this matter.
- c) APCCF and Chief Executive Officer, Bihar CAMPA shall not be responsible for any non- delivery/ late delivery of the documents. No further correspondence on the subject will be entertained.
- d) APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to modify and amend any of the above-stipulated conditions/ criterion depending upon project priorities vis-a-vis urgent commitments.



#### 6.4.8 Rights to terminate the process

- a) APCCF and Chief Executive Officer, Bihar CAMPA may terminate the RFP process at any time and without assigning any reason. APCCF and Chief Executive Officer, Bihar CAMPA makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by the APCCF and Chief Executive Officer, Bihar CAMPA. The Applicants' participation in this process may or may not result in the engaging the Applicant towards execution of the Contract.

#### 6.4.9 Human Resources

The agency should have a minimum of twenty professionals, out of which experienced and qualified NRM/ Rural Development /Agriculture and management professionals must be full time employees of the Agency, in addition to the other staff. APCCF and Chief Executive Officer, Bihar CAMPA would have the right to enquire about their ability as well as their professional and qualification certificates: as required- from time to time.

As per the requirements of this assignment, various team members are required to be deployed at the local state office/field as follows

#### Human Resources required at local state office or in the Field:

SI No	Resource Personnel	unit	Minimum Days /Month
1	Team Leader cum Evaluation expert	1	10 days
2	Forestry or Natural Resource Management including Soil & Water Conservation Expert	1	15 days
3	Social Development Specialist	1	15 days
4	Remote Sensing Expert	1	15 days
5	Field Evaluators (as per requirement)	Min 10	Full time

#### Eligibility Description of proposed Resource personnel

##### a) Evaluation Expert cum Team Leader

- Relevant PhD degree from a recognized University with minimum 15 years of professional experience in monitoring and evaluation of forestry projects.
- Experience of working on evaluation of forestry / wild life projects with state / central governments.
- Demonstrable managerial skills, strong analytical and problem-solving skills and good writing skills.
- Experience of working in forestry/ NRM and rural development projects.
- Experience of preparing Project Reports and Project Evaluation Reports.
- The Evaluation Expert cum Team Leader shall be overall responsible for guiding the team in development of evaluation frameworks carrying out evaluation process, sampling, monitoring data collection and data analysis and for timely deliverables as laid down. He/she will also be the focal point of contact with the Agency and responsible for overall communication on behalf of the Agency with APCCF and Chief Executive Officer Bihar CAMPA.



**b) Forestry/NRM (including Soil & Water Conservation) Expert**

- Masters' degree in forestry/ Natural Resource Management from a recognized University and minimum 10 years of professional experience,
- Knowledge of project planning & management.
- Responsible for overall management of the project.
- Experience of working in rural development and forestry projects in the state of Bihar will be preferred,
- Experience in water augmentation/ rivulet recharge/ natural resource management/ forest management,
- Experience of working with state / central government will be desirable.

**c) Social Development Specialist**

- Post graduate in Sociology/ MSW from a recognised University with minimum 5 years of experience.
- Knowledge of community development tools.
- Experience of working/ interaction with rural communities and community based groups.
- Experience of working with evaluation projects related to watershed, livelihood and rural development projects in the state of Bihar will be preferred.
- Experience of working with state / central government will be desirable.

**d) GIS Expert**

- Post Graduate or Equivalent in Information Technology/ Geo-informatics/ Remote Sensing from a recognized University with minimum 5 years of professional experience.
- Experience in undertaking research projects with state/ central government,
- Hands on working experience in GIS and allied technologies.
- Experience of working with evaluation projects using GIS, Remote Sensing and other modern evaluation tools.
- Experience of working with state / central government will be desirable.

**e) Field Evaluators**

- Graduate in Science from a recognized University.
- Have minimum two experience of data collection.

**Note:**

- Excellent communication in Hindi and English language and experience of working in Bihar will be preferred.
- If at any point in time, APCCF and Chief Executive Officer; Bihar CAMPA feels that a resource person is not up to the mark, a replacement will be demanded in writing and will need to be complied with within 2 weeks.
- The number of teams to be constituted for field works and number of persons to be engaged are to be decided by the agency with a condition of presence of overall team comprising the above qualified members for overseeing the field and documentation works.



## **7 Evaluation Process**

A Tender committee constituted by the Department of Environment, Forest and Climate Change will complete the Tender process. The Tender Committee shall carry out the following:

- a) Will evaluate the responses to the RFP and all supporting documents/ documentary evidence and forward their recommendation(s) to APCCF and Chief Executive Officers Bihar CAMPA. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- b) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the Evaluation and Selection section.
- c) The Tender Committee may ask for meetings with the Applicants to seek clarifications on their Proposals.

The decision of the APCCF and Chief Executive Officer, Bihar CAMPA in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

The APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to reject any or all Proposals on the basis of any deviations.

### **7.1 Tender Opening**

The Proposals submitted up to date and time mentioned in this RFP document will be opened by Tender Committee. Proposal shall be opened in the presence of Applicants representatives who intend to attend at their cost. The representatives of Applicants are advised to carry the identity card or a letter of authority from the Applicant agencies to identify their Bonafide for attending the opening of the Proposal and shall sign a register giving evidence of their attendance. The Applicant's name and other such details, will be announced and recorded at the opening of Proposal.

### **7.2 Proposal Evaluation**

#### **7.2.1 Eligibility Verification**

Preliminary examination of pre-qualification/ eligibility criteria and desired enclosure/ supporting documents will be verified by Tender Committee. Initial Bid scrutiny will be made and incomplete details may lead to rejection of the Proposal ab-initio. An indicative list of such incomplete/ ineligible Proposals is as below:

- a. Received without the Letter of Authorization;
- b. Whether the Applicant meets the eligibility criteria;
- c. Whether the documents have been properly signed;
- d. Whether the bids are complete and generally in order;
- e. Are found with suppression of details;
- f. With incomplete information, subjective, conditional offers and partial offers submitted



- g. If any computational errors have been made in the proposal
- h. Submitted without the documents requested in the checklist;
- i. Have non-compliance of any of the clauses stipulated in the RFP;
- j. Have a lesser validity period;
- k. The team members are not as RFP stipulations.
- l. Conditional Proposal will not be entertained.

All eligible Bids will be considered for further technical evaluation.

### 7.2.2 Technical Evaluation

The Tender Committee will prepare a list of Applicants, who comply with all the Terms and Conditions of the Tender. Any bids found to be nonresponsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further. The Technical evaluation will be carried out as per the following:

#### Critical Marking and weightage for Technical Evaluation:

S. No.	Description	Total Marks
1.	Overall experience of the agency and experience in executing projects related to Natural Resource Management/ Watershed Management/Afforestation with Participatory Planning. (i) More than 10 years of Experience of similar nature of projects*. 1 Mark for each year above 10 years (Max 10 Marks). (ii) Experience of working in Bihar (Max 10 Marks) 2 marks per year for a maximum of 10 marks. Marks depending upon the relevance of experience. (iii) Experience of successful M&E of any State CAMPA. (Max 5 Marks) <b>1 Mark per State for a maximum of 5 Marks.</b>	25
2.	Eligibility of deployed following Human resource:- <ul style="list-style-type: none"> <li>• Team Leader cum Evaluation expert (Max 10 Marks)</li> <li>• Forestry or Natural Resource Management and Soil &amp; Water Conservation Expert (Max 10 Marks)</li> <li>• Social Development Specialist (Max 10 Marks)</li> <li>• GIS Expert (Remote sensing expert) (Max 10 Marks)</li> </ul> (i) Qualification against each designation (Max. Marks- 5; Highest qualification of individual will be considered) Graduation (2 Point); Post Graduation (3 Points); Doctorate (4 Points); Additional professional degree/ Diploma (1 Point). (ii) Relevant Experience against each designation (Max. Marks- 5) 01 mark per year. Points depending upon the length & relevance of experience.	40
3.	<b>Size of the project</b> upto Rs. 50 lakhs - 1 marks (1 point for each project, with max. of 1 project) upto Rs. 51 -100 lakhs - 6 marks (two point for each project, with max. of 3 project) > 101 lakhs -3 marks (three point for each project, with max. of 1 project)	10
4.	<b>Turn over</b> Rs. 50 lakhs - 100 lakhs - 2 marks Rs. 101 lakhs - 200 lakhs - 3 marks > 201 lakhs - 5 marks	5
5.	<b>Adequacy &amp; quality of proposed Methodology and work plan</b> (on the basis of mandatory presentation to be made by the bidders and the evaluation made by the technical committee)	20
<b>Total</b>		<b>100</b>

\* with regard to the question, if any Project is if similar nature or not, the opinion of the APCCF and CEO CAMPA shall be final.

For evaluation of Technical Proposal the minimum qualifying marks are 60%. Those proposals which do not meet minimum qualifying marks or are considered non-responsive to the TOR the concerned agency will be informed accordingly by e-mail. In such cases their financial proposals will be returned unopened after completion of the selection process. Simultaneously, agencies whose proposals are found eligible and shortlisted would qualify for the next stage, The shortlisted Agencies would be accordingly informed by e-mail by Bihar CAMPA. The financial bids of the shortlisted Agencies will be opened on the date specified in this tender document at the Bihar CAMPA Office, Patna (Bihar).

### **7.2.3 Financial Evaluation:**

The financial proposals of shortlisted Agency(s) would be opened by Tender Committee at the date & time in the presence of representatives of the Agencies. The Representative(s) of interested shortlisted Agencies may be present at the time of opening of bids at their own costs. The name of the Agency, their score of technical proposal and the financial price quoted would be read aloud and recorded when financial proposals are opened.

#### **Calculation of Financial Score**

Agencies whose proposals secured minimum 60% marks in Technical Evaluation and shortlisted would participate in the Financial Bid opening, Financial bid shall be open in accordance to the Fact sheet of this TOR at a public place with a pre-intimation to concerned agencies.

The Tender Committee shall:

- Open the Financial Bids and read aloud the figure of all opened bids.
- Examine each bid for any calculation error.
- Identify the least bid and calculate Financial Score of each opened Financial Bid by using the following formula :-

**Financial Score = L 1 of Financial / Bids x 100 / Financial Bid Value of Agency**

### **7.2.4 Consideration for Quality & Cost Based Selection (QCBS) method:**

Based on the Technical Score and Financial Score, the Tender Committee shall prepare a Merit by using a combination approach (70% of Technical Score and 30% of Financial Score) to calculate Final Marks of qualifying Agencies, and submit to the Chief Executive Officer, Bihar CAMPA.



**Illustration :**

	Agency - 1	Agency - 2	Agency - 3
<b>Technical Score</b>	<b>85</b>	<b>75</b>	<b>90</b>
<b>Fin Bid Value (Rs)</b>	<b>150</b>	<b>120</b>	<b>220</b>
<b>Least in Financial Bid</b>	<b>L-2</b>	<b>L-1</b>	<b>L-3</b>

**Calculation of Financial Score = L 1 of Fin Bid x 100/Financial Bid Value of Agency**

**Agency - 1 : Financial Score =  $120 \times 100 / 150 = 80$  marks**

**Agency - 2 : Financial Score =  $120 \times 100 / 120 = 100$  marks**

**Agency - 3 : Financial Score =  $120 \times 100 / 220 = 54.54$  marks**

**Consideration of QCBS : 70 % of Technical Score and 30% of Financial Score.**

The bidder securing the highest evaluated Combined Score (S) will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training/workshop, preparation of reports/formats, printing & other expenses etc.

**Combination of Technical & Financial score in accordance to consideration for QCBS :**

Agency - 1					Agency - 2					Agency - 3				
Tech Score	Fin Score	Tech Marks (70 % of Tech Score)	Fin Marks (30% of Fin Score)	Total Marks	Tech Score	Fin Score	Tech Marks (70 % of Tech Score)	Fin Marks (30% of Fin Score)	Total Marks	Tech Score	Fin Score	Tech Marks (70 % of Tech Score)	Fin Marks (30% of Fin Score)	Total Marks
85	80	59.5	24	83.5	75	100	52.5	30	82.5	90	54.54	38	16.36	79.36

**Merit :**

S. No.	Agency	Obtained Marks
<b>1</b>	<b>Agency - 1</b>	<b>83.5</b>
<b>2</b>	<b>Agency - 2</b>	<b>82.5</b>
<b>3</b>	<b>Agency - 3</b>	<b>79.36</b>

The Agency having highest marks in the technical and financial score combined will be selected.

**8. Deciding Award of Contract**

- The APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to ask for any technical elaboration/ clarification from the Applicant on the already submitted Technical Proposal at any point of time before opening the Financial Proposal.
- "Bihar Financial Rules 1950" as amended upto date or any such Rule and /or direction of the State Government will be followed in awarding this RFP.
- An Offer Letter will be issued in favor of selected Agency for their acceptance and signing of Agreement with APCCF and Chief Executive Officer, Bihar CAMPA for this assignment.



- d) The APCCF and Chief Executive Officer, Bihar CAMPA reserve the right for revision of Scope of Work or Limiting the Scope of Work.
- e) After awarding the contract if it is found that bidder is not able to carry out the assignment as per the term of contract. The APCCF and Chief Executive Officer, Bihar CAMPA reserve the right to terminate the contract and award the work to the L-2 bidder at the L-1 rates.

## **9. Execution of Contract Agreement**

The successful Agency shall be required to enter into a contract agreement with **Chief Executive Officer, Bihar CAMPA** alongwith the deposit of Performance Security.

The Agreement shall be written in English or Hindi language. Subject to below Clause, such language versions of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract that are exchanged by parties shall be written in English or Hindi language only.

### **9.1 Special Condition for Awarding the Agreement:**

- i. APCCF and Chief Executive Officer, Bihar CAMPA or his authorized representative will sign the Agreement with successful Applicant Agency for a period as mentioned in Duration of Contract in the document.
- ii. APCCF and Chief Executive Officer, Bihar CAMPA may extend the Agreement for a time period beyond what has been specified in Duration of Contract in the document, on mutually agreed terms.
- iii. APCCF and Chief Executive Officer, Bihar CAMPA will also have the right to provide extension/ increase in the scope of work as per the mutually agreed terms and conditions between both the parties.

### **9.2 Bank Guarantee/ Performance Security**

- a) The successful Agency has to submit a performance security within 7 days of the receipt of the acceptance letter, the performance security shall be 5 % of cost of total Contract Value in the form of Demand Draft/Fixed Deposit/an irrevocable Bank Guarantee issued by a scheduled Bank in favour of "Conservator of Forest (Head Quarter) payable at Patna" for due performance and fulfillment of its obligations. The performance security money shall be released to the concerned Agency(s) within 60 days of satisfactory completion of assignment.
- b) The Bank Guarantee may be forfeited:
  - i. If any Applicant withdraws or modifies the Proposal during the period of validity.
  - ii. If the Bidder is found to have submitted any information wrongly/ manipulated/ hidden or committed any fraud in the bid.
  - iii. If the Agreement is terminated before the expiry of the contract by the agency or is terminated on grounds of poor performance / non -compliance on pan of the Agency.





## **10. Terms and Conditions: Applicable Post Award of Contract**

### **10.1 Support from Bihar CAMPA**

Bihar CAMPA shall provide required information (APOs), clarifications and will make efforts to resolve any issues as may arise during the execution of the Contract. APCCF and Chief Executive Officer, Bihar CAMPA shall ensure that timely approval is provided to the selected Applicant, where deemed necessary, related to Services required to be provided as part of the Scope of Work.

### **10.2 Information Security**

The selected Applicant would sign a Non-Disclosure Agreement with APCCF and Chief Executive Officer, Bihar CAMPA to ensure information security and confidentiality of processes, information and the various projects and activities taken up during the period of the agreement. The Selected Applicant shall not carry and/ or transmit any material, information, layouts, diagrams by way of storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by APCCF and Chief Executive Officer, Bihar CAMPA out of the premises of Office -of Bihar CAMPA, without prior written permission from the APCCF and Chief Executive Officer, Bihar CAMPA. The Selected Applicant shall, upon termination of this agreement for any reason, or upon demand by APCCF and Chief Executive Officer, Bihar CAMPA, whichever is earliest, return any and all information provided to the Selected Applicant including any copies or reproductions, both hard copy and electronic.

### **10.3 Confidentiality**

- a) As used herein, the term Confidential Information means any information, including information created by or for the other party, whether written, electronic or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates. or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Applicant in rendering the Services hereunder are the Confidential Information of the Applicant.



- b) The Applicant shall keep confidential, any information related to this RFP, with the same degree of care as it would treat its own confidential information. The Applicant shall note that the confidential information will be used only for the purposes of this RFP and shall not be disclosed to any third party for any reason what-so-ever.
- c) At all-time of the performance of the Services, the Applicant shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Applicant should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under this RFP and such rules, policies, standards, guidelines and procedures by its employees or agents.
- d) The Applicant Should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.
- e) The obligations of confidentiality under this section shall survive rejection of the Contract.

#### **10.4 Intellectual Property Rights**

- a) The reports & relevant project data/information obtained by the Agency from the Bihar CAMPA/ Forest Department, Bihar and other Govt Departments in connection with the Services shall not be used for any purpose without the prior written permission of the APCCF and Chief Executive Officer, Bihar CAMPA.
- b) Documents, Reports Maps and data generated by the Agency in the course of rendering their Services, including the soft copy of such documents, shall be the property of the Bihar CAMPA and the Agency shall not use these for purposes unrelated to this Agreement without prior written approval of the APCCF and Chief Executive Officer, Bihar CAMPA.

#### **10.5 Right of monitoring, Inspection and Periodic Audit**

The APCCF and Chief Executive Officer, Bihar CAMPA reserves the right to inspect and monitor/ assess the progress/ performance at any time during the course of the Contract, after providing due notice to the Selected Applicant. APCCF and Chief Executive Officer, Bihar CAMPA may demand, and upon such demand being made, the selected Applicant shall provide with any document, data, material or any other information required to assess the progress of the project. APCCF and Chief Executive Officer, Bihar CAMPA shall also have the right to conduct, either itself or through any another consultant/ advisor as it may deem fit, an audit to monitor the performance by the Selected Applicant of its obligations/ functions in accordance with the standards

*21*

committed to or required by APCCF and Chief Executive Officer, Bihar CAMPA and the Selected Applicant undertakes to cooperate with and provide to APCCF and Chief Executive Officer, Bihar CAMPA / any other Agency appointed by APCCF and Chief Executive Officer, Bihar CAMPA, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Selected Applicant failing which APCCF and Chief Executive Officer, Bihar CAMPA may, without prejudice to any other rights that it may have, issue a notice of default.

#### **10.6 Contract administration**

Either party may appoint any individual/ Agency as its authorized representative through a written notice to the other party. The identity of such Representative and his/her capabilities to act as representative shall be verified by both Parties. Such Representative will have the authority to:

- a. Exercise all of the powers and functions of his/ her Party under this Contract, other than the power to amend this Contract and ensure proper administration and performance of the terms hereof; and
- b. Bind his/her Party in relation to any matter arising out of or in connection with this Contract.
- c. The Selected Applicant shall be bound by all undertakings and representations made by the authorized representative of the Selected Applicant and any covenants stipulated hereunder, with respect to this Contract, for and on their behalf.
- d. For the purpose of execution or performance of the obligations under this Contract, the APCCF and Chief Executive Officer, Bihar CAMPA or his designated representative would act as an interface with the nominated representative of the Selected Applicant. The Selected Applicant shall comply with any instructions that are given by the representative during the course of this Contract in relation to the performance of its obligations under the terms of the Contract.
- e. A Tender committee comprising of representatives of the APCCF and Chief Executive Officer, Bihar CAMPA and the Selected Applicant shall meet from time to time to discuss any issues/ bottlenecks being encountered.

#### **10.7 Statutory Requirements**

During the tenure of this Contract, nothing shall be done by the Selected Applicant in contravention of any law, act and/ or rules/ regulations, there-under or any amendment.



### 10.8 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected Applicant or APCCF and Chief Executive Officer, Bihar CAMPA as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- a) Natural phenomenon, including but not limited to floods, heavy rains, road blockage, droughts, earthquakes and epidemics.
- b) Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargo.
- c) Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected Applicant or APCCF and Chief Executive Officer, Bihar CAMPA shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above.

Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Request for Proposal (RFP). It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract: The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the -occurrence of such event. APCCF and Chief Executive Officer, Bihar CAMPA will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Applicant in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.



### 10.9 Fraud and Corrupt Practices

- a) The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything, to the contrary contained in this RFP, APCCF and Chief Executive Officer, Bihar CAMPA shall reject a Proposal without being liable in any manner or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the Prohibited Practices) in the Selection Process. In such an event, APCCF and Chief Executive Officers Bihar CAMPA shall, without prejudice to its any other rights or remedies, appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and damages payable to APCCF and Chief Executive Officer, Bihar CAMPA for, inter alia, time, cost and effort of APCCF and Chief Executive Officer, Bihar CAMPA in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b) Without prejudice to the rights of APCCF and Chief Executive Officer, Bihar CAMPA under Clause above and the rights and remedies which APCCF and Chief Executive Officer, Bihar CAMPA may have under the Agreement, if an Applicant, is found by APCCF and Chief Executive Officer, Bihar CAMPA have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process or after the issue of the offer letter or the execution of the Agreement, such Applicant shall not be eligible to participate in any tender or RFP issued by APCCF and Chief Executive Officer, Bihar CAMPA.
- c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
  - i. corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process
  - ii. Fraudulent practice means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process
  - iii. Coercive practice means impairing or harming or threatening to impair or harm, directly or indirectly; any persons or property to influence any person's participation or action in the Selection Process;



- iv. undesirable practice means; (a) establishing contact with any person connected with or employed or engaged by with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (b) having a Conflict of Interest; and
- V. Restrictive practice means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

#### **10.10 Failure to agree with Terms and Conditions of the RFP**

Failure of the successful Applicant to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event may invoke the Performance Bank Guarantee of the successful applicant and award the contract to the next best value' Applicant or call for new Proposals from the interested Applicants.

#### **10.11 Notices**

Notice or other communications given or required to be given under the Contract shall be in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any Notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered or if sent by registered post than on expiry of seven days from the date of posting.

#### **10.12 Dispute Resolution Mechanism**

1. The APCCF and Chief Executive Officer, Bihar CAMPA and the selected Applicant shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them.
2. In case any such dispute cannot be resolved amicably, the APCCF and Chief Executive Officer, Bihar CAMPA shall place the matter before the PCCF (HoFF) Bihar who shall work as Arbitrator to resolve the issue as per the Arbitration & Conciliation Act 1996 and whose decision shall be binding on both the parties. The selected Agency would not have the right to approach any Court without unnecessary ground or without prior notice.

#### **10.13 Termination Clause**

##### **10.13.1 Termination for Default**

APCCF and Chief Executive Officer, Bihar CAMPA may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the selected Applicant, terminate the Contract in whole or in part (provided a cure period of not less than 30 days is given to the selected Applicant to rectify the breach):

- a. If the selected Applicant fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by ; or



- b. If the selected Applicant fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or
- c. If the selected Applicant, in the judgment of APCCF and Chief Executive Officer, Bihar CAMPA, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract;
- d. If the selected Applicant commits breach of any condition of the Contract.

#### **10.13.2 Termination for Insolvency**

APCCF and Chief Executive Officer, Bihar CAMPA may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Applicant, if the selected Applicant becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Bihar CAMPA.

#### **10.13.3 Termination for Convenience**

- a) Bihar CAMPA, Patna (Bihar) by a written notice of at least 30 days sent to the selected Applicant, may terminate the Contract, in whole or in part, at any time. The Notice of termination shall specify that termination is for APCCF and Chief Executive Officer, Bihar CAMPA convenience, the extent to which performance of the selected Applicant under the Contract is terminated, and the date upon which such termination becomes effective.
- b) In such case, APCCF and Chief Executive Officer, Bihar CAMPA will pay for all the pending invoices as well as the work done till that date by the Agency.
- c) Limitation of Liability- In no event shall either party be liable for consequential, indirect or punitive loss, damage or expenses (including lost profits). The selected Applicant shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.



#### **10.13.4 Termination by APCCF and Chief Executive Officer, Bihar CAMPA**

- a) The Bihar CAMPA, Patna (Bihar) may, by not less than 30 days written notice of termination to the Applicant, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
  - i The selected Applicant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the may have subsequently granted in writing;
  - ii The selected Applicant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
  - iii. The selected Applicant fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
  - iv. The selected Applicant submits to the APCCF and Chief Executive Officer, Bihar CAMPA a statement which has a material effect on the rights, obligations or interests -of APCCF and Chief Executive Officer, Bihar CAMPA and which the selected Applicant knows to be false.
- b) Any document, information, data or statement submitted by the Applicant in its Proposals, based on which the selected Applicant was considered eligible or successful, is found to be false, incorrect or misleading; or as the result of Force Majeure, the selected Applicant is unable to perform a material portion of the Services for a period of not less than sixty (60) days
- c) If APCCF and Chief Executive Officer, Bihar CAMPA terminates the Contract for reasons not attributable to the selected Applicant's performance, they will need to clear all invoices for the Services up to the date of their notice,
- d) If APCCF and Chief Executive Officer, Bihar CAMPA, terminates the Contract for reasons attributable related to the selected Applicant's performance, APCCF and Chief Executive Officer, Bihar CAMPA will give a rectification notice for one (1) month to the Agency in writing with specific observations and instructions.





#### **10.13.5 Termination by the selected Agency**

The selected Applicant may, by not less than 60 days written notice to APCCF and Chief Executive Officer, Bihar CAMPA, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- APCCF and Chief Executive Officer, Bihar CAMPA in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Agency may have subsequently agreed in writing) following the receipt by the of the selected Applicant's notice specifying such breach.
- APCCF and Chief Executive Officer, Bihar CAMPA, fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/ proceedings.
- If the Agreement is terminated due to any cause whatsoever the Full & Final Settlement will consider in accordance to para 4.2.3 of this TOR.
- Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by APCCF and Chief Executive Officer, Bihar CAMPA to the selected Applicant.

#### **10.13.6 Consequences of Termination**

- a) In the event of termination of the Contract due to any cause whatsoever, whether consequent to the stipulated term of the Contract or otherwise, APCCF and Chief Executive Officer, Bihar CAMPA, shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/ continued execution of the scope of the Contract.
- b) Nothing herein shall restrict the right of APCCF and Chief Executive Officer, Bihar CAMPA to invoke guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available to the under law or otherwise.
- c) The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.



## **11. Special Conditions of Contract**

### **11.1 Relationship between the Parties**

Nothing in the Contract constitutes any fiduciary relationship between the APCCF and Chief Executive Officer, Bihar CAMPA and Selected Applicant/ Applicant's Team or any relationship of employer employee, principal and agents or partnership, between Bihar CAMPA Patna (Bihar) and Selected Applicant. No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Contract. APCCF and Chief Executive Officer, Bihar CAMPA will not be under any obligation to the Implementation Agency as agreed under the terms of the Contract.

### **11.2 No assignment to sub-agency(s)**

The Selected Applicant shall not transfer any interest, right, benefit or obligation under the Contract to any sub-agency or vendor without the prior written consent of the APCCF and Chief Executive Officer, Bihar CAMPA.

### **11.3 Survival**

The provisions of the clauses of the Contract in relation to documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive even expiry or termination of this Contract and in relation to confidentiality, the obligations continue to apply unless notifies the Selected Applicant of its release from those obligations.

### **11.4 Entire Contract**

The terms and conditions laid down in the Request for Proposal (RFP) and all annexure thereto as also the Proposal and any attachments/ annexure thereto shall be read in consonance with and form an integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

### **11.5 Governing Law**

This Contract shall be governed in accordance with the laws of India, laws of Government of Bihar and any relevant rules and Government Orders. The Selected Applicant shall comply with the laws and rules in force in India and specifically in Bihar in the course of performing the Contract.

### **11.6 Jurisdiction of Courts**

The Hon'ble Patna High Court at **Patna**, Bihar shall have exclusive jurisdiction to determine any proceeding in relation to the Contract.



### 11.7 Payment Schedule

Prices quoted must be in INDIAN RUPEES and shall be inclusive of any taxes, royalty, cess or any such similar payments as may be applicable. These should be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the assignment, Payments. will be made to the Agency through mandatory e-payment system" in favor of %Agency" and according to the Payment Schedule, Terms & Conditions as mutually agreed. All payments shall be made after receipt of an invoice raised by Agency to Chief Executive Officer Bihar CAMPA.

The payment shall be linked with schedule of submission of Reports as given in point 3.5 of this TOR. Chief Executive Officer, Bihar CAMPA will deduct Tax under "Income Tax Act" and "Goods & Services Tax", at prevailing rates. The selected Agency shall be liable to pay GST and other applicable taxes, if any, imposed on the Services under this Contract.

S. No.	Activity	Timeline	% of fee to be paid
1	At the time of Signing MOU (advance).	Within 15 days of signing of contract	10%
2	Submission of Inception Report of all APOs	Within 2 months of signing of contract	10%
3	Submission of Interim Report of all APOs	6 month of signing of contract subject to satisfactory performance.	20%
4	Submission of Draft Annual Reports of all APOs	9 month of signing of contract subject to satisfactory performance.	30%
5	Submission of Final Annual Reports of all APOs	12 month of signing of contract subject to satisfactory performance.	30%

(As per given Financial Proposal for or maximum 100 % of Total Contract Value)

**Note:** Payments should be linked to the submission of appropriate evidence of contribution paid towards staff covered under EPF and ESI Schemes.

### 11.8 Continuance of the Contract

Notwithstanding the fact that settlement of dispute(s) (if any) may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations.

### 11.9 Conflict of Interest

The Applicant shall disclose to APCCF and Chief Executive Officer, Bihar CAMPA in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.



**11.10 Severance**

In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

**11.11 No Claim certificate**

The Selected Applicant shall not be entitled to make any claim, whatsoever against, under or by virtue of or arising out of, the Contract, nor shall entertain or consider any such claim, if made by the Selected Applicant after it has signed a No Claim Certificate in favour of APCCF and Chief Executive Officer, Bihar CAMPA in such form as shall be required by it after the work is finally accepted.

**11.12 Waiver**

Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.

A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision. The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

**11.13 Taxes**

The Applicant shall pay GST and other applicable taxes, if any, imposed on the Services under this Contract. Rates quoted shall be inclusive of any taxes, royalty, cess or any such similar payments.

**12 Review Procedure to apprise the reports**

As per the Para 3.5 of this TOR the selected Agency shall submit Work-plan and Reports in a time bound manner to APCCF and Chief Executive Officer, Bihar CAMPA. APCCF and Chief Executive Officer, Bihar CAMPA shall initiate to constitute Tender Committee. APCCF and Chief Executive Officer, Bihar CAMPA shall put up the documents received from selected Agency before the Tender Committee for necessary review. The review of reports shall proceed in following manner-

- a) Tender Committee shall review the Work Plan, Inception Report, Draft Reports submitted by selected Agency in light of terms & conditions mentioned in this TOR and forward their comments/recommendations to APCCF and Chief Executive Officer, Bihar CAMPA to convey approvals and also deal with the problems, if any, faced by the Agency in executing the contractual obligations.
- b) The Tender Committee shall comment on draft Report(s) within a period of 20 days from the date of receipt of each submitted document (Work Plan, Inception Report, Draft Reports). The same shall be forwarded by APCCF and Chief Executive Officer, Bihar CAMPA to Selected Agency. The selected Agency shall incorporate the comments and suggestions of the Tender Committee and submit the final version of the Reports within a period of 30 days from the date of receiving the final comments.
- c) On due consideration and acceptance of the Final Report(s) by the Tender Committee, the final installment of agreed Contract Value shall be released to the Agency.



**Proposal Covering Letter**

To,

APCCF and CHIEF EXECUTIVE OFFICER  
 CAMPA, 3<sup>rd</sup> Floor, Aranya Bhawan,  
 Shahid Pir Ali Khan Road,  
 BIHAR, PATNA

Dear Sir,

We ..... (Name of the Applicant) hereby  
 submit our Proposal in ..... and RFP document no.

..... And confirm that : .....

1. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information, if required to verify the correctness of the above statement.
3. Certified that the period of validity of Proposal is 180 days from the last date of submission of Proposal, and
4. We are quoting for all the services mentioned in the Scope of Work of the RFP.
5. We the Applicants are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. APCCF and Chief Executive Officer, Bihar CAMPA, may contact the following person for further information regarding this Proposal:
  - a) Name and full address of office :
  - b) Contact No. :
  - c) Email Id :
  - d) Company Name :

Yours Sincerely,

Signature

Full name of authorized signatory

.....  
Designation

Seal of the Applicant Agency

The duly filled Technical and financial proposal as per Annexed format should be reach Office of APCCF and Chief Executive Officer, Bihar by the mentioned in the RFP document.



**Annexure – I B****Format for Power of Attorney**

(To be provided as part of Cover Letter)

**(Power Attorney must be executed on Stamp Paper  
of Rs 100.00 and Notarized)**

Dated: \_\_\_\_\_

POWER OF ATTORNEY

**TO WHOMSOEVER IT MAY CONCERN**

Know all men by these presents, we .....name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr./Ms .....(Name of the Person(s)), domiciled at ..... (Address), acting as ..... (Designation and the name of the Agency), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement— Notice Inviting "RFP for Selection of Agency to carry out Monitoring & Evaluation of various Works Implemented Under Bihar Compensatory Afforestation Fund Management And Planning Authority CAMPA" vide Request of Proposal (RFP) Document dated, issued by APCCF and Chief Executive Officer, Bihar CAMPA, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by APCCF and Chief Executive Officer, Bihar CAMPA, Government of Bihar or any governmental authority generally dealing with CAMPA Bihar in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our. said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For .....****(Signature)****(Name, Title and Address)****Accept****(Attested signature of Mr./Ms .....)****(Name, Title and Address of Attorney)**


**Annexure – II**

**Invitation of RFP for Selection of Agency for Monitoring & Evaluation under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25.**

**Performa for Submission of Technical Proposal**

*(Duly signed date & seal by competent representative of the Agency)*

1. Name of bidding agency/ firm/ institution:
2. Address for Correspondence :
3. Date of incorporation of the firm/ Agency:
4. Contact Person (Name, Designation, Mobile, Email :
5. PAN/TAN of the Agency
6. GST No. (attach G.S.T. Registration)
7. Registration of EPF, ESI
8. Brief Profile of the Agency:
9. A brief note on suitability of the Institution / Agency for taking up the proposed assignment:
10. Application Fee, Earnest Money Deposit : A Application Fee and Earnest Money Deposit must be submitted along with the Proposal.

Sl. No.	For Demand Draft	Issued Bank Name	Demand Draft Number	Issue Date	Amount in Rupees	On Demand Pay/ In favour of
1	Application Fee					
2	Earnest Money Deposit					

11. Overall experience of the Agency in the field of forestry NRM, Watershed Management, etc.

11.1 List of similar nature of assignment completed: (attach details)

S.No	Title of Assignment	Issuing Authority	Total Cost	Duration of Assignment

11.2 List of assignment completed in Bihar: (attach details)

S.No	Title of Assignment	Issuing Authority	Total Cost	Duration of Assignment

11.3 Experience in successful Monitoring in Evolution of any State CAMPA: (attach details)

S.No	Title of Assignment	Issuing Authority	Total Cost	Duration of Assignment

12. Eligibility of deployed human resource : (attach CV)
13. Detail of size of projects (copy of order/award letter) :
14. Turn over for last 3 consecutive years (Rs. in lakh) (enclose audited financial statement):
15. Proposed methodology for the assignment:(attach details separately)
16. Details regarding association with other Agency(s)/ Partner Agency(s), if any:
17. Deliverables (Measurable, Quantifiable, Realistic and Time-bound):
  - Work Plan;
  - Inception Report;
  - Interim Report;
  - Draft Reports;
  - Final Annual Reports.



**Annexure**

1. The details of the above items of Technical proposal should be supported by the necessary document and the relevant page number should be mentioned in the abstract of the Technical Proposal.
2. Copy of Registration of the Firm to support establishment.
3. Copy of Registration of the Firm to all applicable laws/ Rules/Government notifications including EPF, ESI and GST.
4. Copy of supporting documents for financial Status (Duly audited Balance Sheet for past three consecutive years).
5. Copy of PAN/TAN and allied documents pertaining to statutory requirements.
6. Summary of other similar nature works carried by the Agency.
7. Project completion certificates/work orders for project completed during last six years in support of experience.
8. Duly signed CVs of key Professionals resources of the Agency.
9. Any other relevant information.

Date:

Signature

Place:

Full name of authorized signatory

.....  
Designation : .....**Seal of the Applicant Agency**



**Annexure – III**

**Invitation of RFP for Selection of Agency for Monitoring & Evaluation under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25.**

**Performa for Submission of Financial Proposal**

1. Name of bidding agency/ firm/ Institution : .....
2. Address for Correspondence : .....

.....

S.No.	Description	Amount (INR) including all taxes/GST for Monitoring and Evaluation (M&E) of all APOs from 2018-19 to 2024-25	
		3 (Amount in Rupees)	4 (Amount in Word)
1	Staff Costs		
2	Equipment Costs		
3	Field visit & allied Costs		
4	Printing & Stationary Costs		
5	Other Costs (Please specify)		
	<b>Total :</b>		

Note: The rates should be inclusive of applicable Taxes/GST.

Date:

Signature

Place:

Full name of authorized signatory

.....

Designation : .....

**Seal of the Applicant Agency**

22

**Annexure – IV**

**Invitation of RFP for Selection of Agency for Monitoring & Evaluation under Bihar Compensatory Afforestation Fund Management and Planning Authority CAMPA in Annual Plan of Operation (APO) 2018-19 to 2024-25.**

**Details of Major Works taken under Bihar CAMPA**  
**from year 2018-19 to 2024-25**

Sl. No.	Year	Block Plantation done (Ha)	Linear Plantation done (KM)	SMC done (Number of site/Structure)	Infrastructure details (Number of site)
1	2018-19	1,391.70	102.50	-	4
2	2019-20	198.63	389.00	90/9540	121
3	2020-21	7,745.61	1,724.20	60/6751	88
4	2021-22	-	190.00	-	-
5	2022-23	1,321.09	162.00	-	-
6	2023-24	713.33	110.66	3/321	-
7	2024-25	932.74	261.20	19/1293	292
	<b>Total :</b>	<b>12,303.10</b>	<b>2,939.56</b>	<b>172/17905</b>	<b>505</b>

*[Signature]*  
28/11/2025

\*\*\*\*\*



बिहार सरकार  
(पर्यावरण, वन एवं जलवायु परिवर्तन विभाग)  
कार्यालय : प्रधान मुख्य वन संरक्षक, बिहार  
(कैम्पा एवं वन संरक्षण संभाग)  
तृतीय तल, अरण्य भवन, शहीद पीर अली खाँ मार्ग, पटना-800 014

संख्या-कैम्पा / 35 / 2015-16 - 1360

प्रेषक,

सुरेन्द्र सिंह, भा.व.से.

अपर प्रधान मुख्य वन संरक्षक (कैम्पा)  
-सह-नोडल पदाधिकारी (वन संरक्षण),  
बिहार, पटना।

सेवा में,

संयुक्त सचिव,  
पर्यावरण, वन एवं जलवायु परिवर्तन विभाग,  
बिहार सरकार।

पटना, दिनांक- 28 / 11 / 2025

विषय :- बिहार स्टेट कैम्पा के तहत वार्षिक कार्य योजना (एपीओ) 2018-19 से 2024-25 तक किये गये कार्यों का अनुश्रवण एवं मूल्यांकन कार्य के लिए एजेंसी के चयन हेतु Request for proposal (RFP) को विभागीय वेबसाईट पर अपलोड कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में सूचित करना है कि प्रतिपूरक वनीकरण निधि नियम, 2018 के कंडिका- 5(3)एच के अनुसार - राज्य निधि से किए गए विभिन्न कार्यों की वाह्य एजेंसी से अनुश्रवण एवं मूल्यांकन कार्य कराये जाने का प्रावधान है।

2. उक्त के आलोक में बिहार स्टेट कैम्पा के तहत वार्षिक कार्य योजना (एपीओ) 2018-19 से 2024-25 तक किये गये कार्यों का वाह्य एजेंसी से अनुश्रवण एवं मूल्यांकन कार्य के लिए एजेंसी के चयन हेतु तैयार Request for proposal (RFP) Document एवं विज्ञापन की प्रति इस पत्र के साथ संलग्न है। उक्त RFP पर प्रधान मुख्य वन संरक्षक (HoFF), बिहार का अनुमोदन प्राप्त है।

अतएव अनुरोध है कि संलग्न Request for proposal (RFP) Document को विभागीय वेबसाईट के Tender Section में दिनांक 03.12.2025 से पूर्व अपलोड कराने की कृपा की जाय।

अनु०- RFP Document एवं विज्ञापन की प्रति।  
(हस्ताक्षरित एवं PDF कॉपी सहित)

विश्वासभाजन



(सुरेन्द्र सिंह)

अपर प्रधान मुख्य वन संरक्षक (कैम्पा)  
-सह-नोडल पदाधिकारी (वन संरक्षण),  
बिहार, पटना।