

EXPRESSION OF INTEREST/CALL OF QUOTATION

FOR

THIRD PARTY EVALUATION & PROJECT COMPLETION REPORT PREPARATION

SIKKIM BIODIVERSITY CONSERVATION & FOREST MANAGEMENT PROJECT

Forest and Environment Department,

Government of Sikkim, Deorali, Gangtok, East Sikkim, 737101

Sikkim Biodiversity Conservation and Forest Management Project (SBFP) in the Forest and Environment Department, Government of Sikkim, invites Expression of Interests from National Leading Agencies who have experience of Third party Evaluation and Project Completion Report Preparation for national and externally aided project.

1. **BACKGROUND:** The Japan International Cooperation Agency (JICA) is providing financial aid to Sikkim Biodiversity Conservation and Forest Management Project (SBFP). The total cost of the project is ₹ 330.57 cr.
2. **OBJECTIVE**
 - Third party evaluation of the complete project
 - Project completion report preparation
3. **SCOPE OF WORK:** Scope of work for this call of Expression includes third party evaluation and project completion report preparation. The detailed Terms of Reference for the work is enclosed (Annex-I).
4. **ELIGIBILITY CRITERIA:** The competition is open to all National Leading Agencies who have experience in Third party Evaluation and Project Completion Report Preparation for national and externally aided project registered in India. They should indicate one such representative (team leader), who is in possession of the technical requirements required to participate in the empanelment and who is registered in India. The firm should also have documents to prove that it is a recognized agency for such work by Govt. of India with work experience of more than 5 years.

All bidders must satisfy the following eligibility criteria:

- (A) **Annual Financial Turnover:** Annual financial Turn-over (Fee) of (not be less than ₹ 5,00,00,000/- (Rupees Five Crore) only during any one of the last five financial years.

The Bidder should submit self attested copy of Auditor's Report along with Balance sheet and Profit and Loss statement along with Schedules for the relevant financial year in which the minimum criterion is met. Provisional audit reports or certified statements shall not be accepted.

- (B) **Work Experience:** The Bidder should have satisfactorily completed, in his own name, at least one of Third party Evaluation and Project Completion Report Preparation for an External Aided Project in State Govt./Central Govt./State or Central Govt. Agencies/PSUs.

The Bidders are required to submit the Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees Fifty Thousand only) in form of Demand Draft/Pay Order in favour of **The Project Director, SBFP Gangtok, payable at Gangtok**. The earnest money of the unsuccessful Bidders shall be refunded after the award of the work. The EMD of the successful Bidder will be adjusted in security deposit. Bids not accompanied with EMD shall not be accepted and summarily rejected.

- (a) **Profitability:** The applicant firm shall be a profit (net) making firm and shall not have incurred losses in any of the last 2 financial years or any 3 out of last 5 financial years. The Bidder should submit self attested copies of Auditor's Report along with audited Balance Sheet and Profit and Loss statement for the last (5) five financial years. In case the firm is profit making for the last three financial years continuously, the Bidder may submit the

above document for last (3) three financial years only i.e 2020-21, 2021-22 and 2022-23. Revenues for the FY 2023-24 as February 2024 should also be indicated separately.

(b) **Other Information to be furnished:**

- a. Attested copy of Affidavit for sole proprietorship/partnership deed/memorandum and Articles of Association.
- b. Attested copy of power of Attorney (if any) on non-judicial stamp paper of appropriate valued of the signatory of Bid on behalf of the Bidder.
- c. Documentary proof with regards to the firm to the extent that it is a profit making firm and has not made losses in last 2 financial years or any 3 out of 5 financial years.
- d. All the requisite and the following Annexure duly filled sealed & signed by architect/firm or their authorized representative of architect/firm.
 - i. Company background.
 - ii. Copy of registration.
 - iii. Other empanelment/sub consultant information.
 - iv. Proof of having a registered office in India.
 - v. Certificate of experience with EAP.

(C) **Declaration of the Bidder:** Even though the Bidders may meet the above qualifying criteria, they are subject to be disqualified if they have:

- a. Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- b. Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures, etc.
- c. Their business banned by any Central/State Government Department/Public Undertakings of Enterprises of Central/State Government.
- d. Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.

(D) **Check list of Documents to be submitted**

- I. **Annual Turnover:** Self Attested copies of Auditor's Report along with the Balance Sheets and Profit and Loss Statement for the relevant financial year in which the minimum criterion is met (Refer Para A).
- II. **Work Experience:** Self Attested copies of Auditor's Report along with the Balance Sheet and Profit and Loss Statement for last 5 or 3 financial years, as the case may be (Refer Para B).
- III. **Declaration by Bidder.** Each page of Bid document shall be duly signed and sealed by firms or its authorized representative as a token of acceptance of terms & conditions.
- IV. **Other Information to be furnished:** Bidders are requested to send their company profile along with their sub-consultants information, CV's of key personnel to be deployed for this project, vision note along with approach and methodology for this project, documentary proof of the eligibility criteria i.e; Council of Architecture certificate, work experience, proof of having a registered office in India, Auditor's report along with Balance Sheet & Profit and Loss statement for the last three years.

5. SUBMISSION OF PROPOSALS

(A) **SEALING AND MARKING OF PROPOSALS:** The bidder shall first seal the Technical Proposal (one in original and three marked as copies) in one envelope and the Financial Proposal (one in original and one marked as copy) in another (separate) envelope. Both envelopes shall indicate the name and address of the bidder. Both the sealed envelopes (one for Technical and another for Financial) should be kept in a single envelop and then duly sealed and signed.

(B) **ENTRY SUBMISSION:** Submissions of the EoI in the prescribed format must be received at location specified by Sikkim Biodiversity Conservation and Forest Management Project(SBFP) latest by 1600 Hrs IST on, **12th May 2024**. Any submission delivered after this will be disqualified by the Committee. Entries once submitted will not be returned to the participant under any circumstances.

(C) **SUBMISSION LOCATION:** The Project Director-cum-CCF, Sikkim Biodiversity Conservation & Forest Management Project (SBFP) Forest and Environment Department, Govt of Sikkim, A-Block, Deorali, Gangtok, Sikkim.

(D) CONTENTS OF DOCUMENT ENVELOPE

1. Information on the organization submitting EoI.
2. Curriculum Vitae of professional staff.
3. Documentary proof of the eligibility criteria.
4. Photocopies of empanelled and license as approved by Govt of India, PAN/GST Card and service tax registration details.
5. Details of similar projects successfully completed in the last 5 years.
6. Details of similar projects ongoing.
7. Cover letter including acceptance to promoter's terms and consent of public exhibition and publication of the information provided through the competition.
8. The bidder may be required to make presentation(s) before the Department if need be.

(E) **COMPENSATION:** No compensation shall be paid to any of the bidder for submission/short listing.

(F) **CLARIFICATIONS REGARDING THIS EoI:** All clarifications regarding this EoI may be from DFO (Administration), SBFP.

(G) **REFUND OF EARNEST MONEY:** The Earnest Money of all the unsuccessful competitors shall be returned after selection of the successful Bidder. The competitors shall not be able to claim from promoters any interest on the Earnest Money deposited with the Committee up to that period.

(H) **TERMINATION OF THE COMPETITION:** If against all expectation entertained by the committee, the result of the competition is such that none of the participants could be declared by the Committee as winner of the competition; the competition could be regarded as terminated. The decision of the committee shall be final and binding on all the participants.

6. **DISCLAIMER:** It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Project Management Unit (PMU), Sikkim Biodiversity Conservation and Forest Management Project (SBFP), any of their officers or employees, nor any of the Committee members, shall have any responsibility or liability whatever in respect of any statement or omission here from. Any liability is accordingly expressly disclaimed by Project Management Unit (PMU), SBFP, Gangtok any of their officers or employees, not any of the Committee members.

The Project Management Unit (PMU) reserves the right to accept or reject the application without assigning any reason. Further, the PMU reserves the right to award contract based upon its requirements fully, partially or phase-wise at its sole discretion. Any legal dispute will be settled within the jurisdiction of Gangtok.

7. CONTACT PERSON

For any other information, contact:

The DFO(Administration),
Sikkim Biodiversity Conservation & Forest Management Project (SBFP),
Forest and Environment Department,
D-block, Forest Secretariat,
Deorali, Gangtok- 737 101,
Sikkim.

Note: The detailed Terms of Reference for the work is enclosed (A-I).