




GOVERNMENT OF SIKKIM
SIKKIM BIODIVERSITY CONSERVATION & FOREST MANAGEMENT PROJECT
(PROJECT MANAGEMENT UNIT)
DEPARTMENT OF FORESTS & ENVIRONMENT
Forest Secretariat, Deorali, Gangtok-737 102
Ph. No.: 03592-281240, Email:

No: GOS/F&ED/SBFP/PMU/2978....

Dated: 14/05/25....

With reference to your email regarding queries pertaining to Tender of Sikkim Biodiversity Conservation and Forest Management Project, and after the successful pre-bid session held on 10.05.2024, the reply to your queries is listed below.

Query	Explanation by PMU, SBFP
1. Page no. 13 (Coverage of the survey) ToR. We request you to kindly confirm the no. of JFMCs and SHGs to be covered.	Total JFMCs/ EDCs/ PSSs are 180, and SHGs are 450 approx.
2. Page no. 14 (Sampling Design) ToR. It is given in the methodology that the 'control' group needs to be identified and interviewed for comparison purposes. In case 'control' is not identifiable can the methodology be modified suitably in consultation with the Client at the time of Inception stage. We request you to please clarify.	Since, the project has not covered the entire state under the project, thus it could be possible to identify 'control' group for comparison purpose. In case, it is difficult to identify 'control' in sample villages, methodology could be suitably modified in consultation with the Client.
3. Was any kind of baseline created at the beginning of the project? If YES, we request you to kindly share the data and indicators.	No baseline was created under the project.
4. Clause 4 (A). Considering the criticality and importance of this project, the prospective bidders/agencies should be a reputed name having previous experience in delivering such similar programmes with requisite budgets. We request to kindly increase the turnover requirement to minimum of INR 20 Cr. Thus, reading the given clause as: "Annual Financial Turnover: Annual financial Turn-over (Fee) of (not be less than INR 20,00,00,000/- (Rupees Twenty Crore) only during any one of the last five financial years".	No changes in the published Terms & Conditions.
5. Clause 4 (a). Considering the Auditor's Report and Balance Sheets for FY 2023-24 will be under underway at the time of submission of the bid, revenues for the FY 2023-24 cannot be indicated. We request you to kindly remove the requirement.	Audited Reports are required for three previous financial years only, i.e 2020-21, 2021-22 and 2022-23. Revenues (estimate) for the FY 2023-24 unaudited report can be submitted to assess the



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	credibility
6. Clause 4 (b). Since partnership deed is an internal document, we request you to kindly consider the certificate of incorporation of the bidder. Thus, reading the given clause as: "Attested copy of Affidavit for sole proprietorship/partnership deed/memorandum and Articles of Association/Certificate of Incorporation/Registration Certificate	Valid certificates of nature of legally recognized Incorporation/Registration Certificate will be accepted.
7. Clause 4 (D). We understand that a Council of Architecture certificate would be relevant for an architectural firm. Since, other firms shall also be participating in the EoI, we request you to kindly remove the requirement.	The Certificate of assignment completion, issued by Clients for respective contracts/ assignments will be accepted.
8. Clause 5 (A). As a financial quotation is also sought as part of the bid, we request to kindly clarify the evaluation method that would be adopted for selection of bidder. Given the technical nature of the engagement, we suggest a Quality-Cost-Based Selection criteria with 80% weightage to technical proposal and 20% to the financial proposal. Kindly also provide a format for submission of the financial proposal.	QCBS method will be followed as per JICA guidelines. Technical Score 80% Financial Score 20% (Evaluation criteria is enclosed) Lumpsum Contract value (excluding GST) to be indicated.
9. Clause 5 (B). We note that the date of submission of proposal is extended upto 1 PM, 18.05.2024 as per Corrigendum No. GOS/F&ED/SBEP/PMU/2968. Considering the clarifications would enable us to submit an appropriate and researched proposal, we request an extension till 25.05.2024.	Proposals submission (in hard copy) date is extended till 1:00 PM of 18 th May 2024. (No change)
10. Clause 5 (D). Kindly clarify the documentation required for empanelled and license as approved by Govt. of India. We understand that similar projects in point 5 & 6 include "third party evaluation/project completion report preparation/ monitoring & evaluation projects".	Copy of MoU/ Letter issued to the agency/ bidder, in case empanelled by GOI for similar assignments. Yes.
11. TOR Section 3.6 Survey Team. We understand that the curriculum vitae for the following resources are required to be submitted in the proposal	Yes. For the said three professionals criteria is enclosed.



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<p>1. M&E Specialist 2. Forestry Specialist 3. Sociologist</p> <p>Please clarify & confirm our understanding.</p> <p>Also, kindly indicate the requisite experience and qualifications required for the same.</p>	<p>JICA guidelines will be followed. Experienced professionals carrying the domain expertise, and have worked on similar assignments will be advantage.</p>
<p>12. General Query: Suggestions 1 thru 4, and on Evaluation Criteria</p>	<p>Evaluation Committee for the proposals will decide on the processes.</p>
<p>13. Page No 2. (D) Check list of Documents to be submitted: Council of Architecture certificate: The Certificate of Architecture requirement doesn't seem to align with the EoI scope - please confirm if this is valid requirement</p>	<p>The Certificate of assignment completion, issued by Clients for respective contracts/ assignments.</p>
<p>14. Title of the EoI Mentions:THIRD PARTY EVALUATION & PROJECT COMPLETION REPORT PREPARATION. ToR Section Title: Terms of Reference (TOR): Endline Socio-Economic Evaluation (SEE) Survey and Project Completion Report. Please confirm the precise scope requirements.</p>	<p>Title: Endline Socio-Economic Evaluation (SEE) Survey and Project Completion Report.</p>
<p>15. KPIs table has column for Quantitative and Qualitative indicators, however description pertains to quantity only. Please clarify if there would be different Qualitative indicators for the given KPIs.</p>	<p>Additional indicators relevant to the assignment could be included, and reflected.</p>
<p>16. Submission guidelines section mention both Technical and Financial proposal - this seems to be an error as Technical and Financial Proposals are submitted at RFP stage as normal practice, additionally, earlier section on Checklist of Documents only mentions submission of Vision Note along with approach and methodology. Please confirm if this is a valid requirement.</p>	<p>Technical and Financial proposals are required, as per the publication/ ToR.</p>
<p>17. The deadline for submission is 12th May, which is Sunday. Can it be extended to the following Wednesday (May 15th)? Extension of timeline would</p>	<p>Proposals submission (in hard copy) date is extended till 1:00</p>

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be helpful, as the clarity on precise scope of the EoI is still awaited. Request to consider the extension request.	PM of 18th May 2024.
18. Please clarify the scope of the assignment. At one place it says that the objective is "evaluation of the complete project" whereas in the ToR the objective is mentioned as "socio-economic evaluation survey in the project areas". Would the study cover the "bio-physical aspects" in those areas that are not covered under JFM Component?	Endline Socio-Economic Evaluation (SEE) Survey and Project Completion Report.
19. Would the component "Organizational Strengthening of Forest Department" be part of the evaluation study/ survey?	Yes
20. Are some of the activities under the "Ecotourism" component such as eco-lodges, trekking routes implemented in the 180 Project villages covered under JFM or are they separate?	They are separate, though there may be overlap in some cases.
21. Would the EoI be followed by RFP stage or the work will be awarded solely on the basis of the EoI?	On the basis of EoI
22. We understand that the control villages would also have SHGs. Are the Control villages also expected to have JFMC/EDC or PSS?	Yes
23. It is suggested in the ToR Section 3.3 that for endline survey in the identified "10% JFMCs/EDCs, 10% sample households" is to be considered. Please clarify this. Does it imply that 10% of JFMC/EDC i.e. 18 Project villages will be sampled for survey?	Yes
24. What is the unit for organizing JFMCs, EDC or PSS. Is it Revenue village, Gram Panchayat or Ward(s) of Gram Panchayat?	The JFMC/EDC/PSS are not organized on specific units. On an average each JFMC/EDC may constituted of 2-3 wards.
25. If the decision is to be based solely on the basis of EoI: a. What will be the weightage given to Technical proposal and Financial proposal respectively? b. Is there a minimum qualifying score for the Technical proposal? c. Within Technical proposal what is the weightage provided to: i. Organizational experience & Qualifications	Yes. QCBS method will be followed as per JICA guidelines. Technical Score 80% Financial Score 20%






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<p>ii. CVsofKeyExperts–TeamLeader, Forest&Biodiversity,Sociologist</p> <p>VisionNoteonApproach&Methodology</p>	<p>Evaluation Committee for the proposals will decide on the processes.</p>
<p>26. Was a baseline survey done under the Project? Is yes, does baseline data exist for Project as well as Non-Project (control) villages?</p>	<p>No</p>
<p>27. What is the total budget for the assignment?</p>	<p>It has to be estimated based on the scope of work indicated in TOR</p>
<p>28. Pg.1. The Bidders are required to submit the Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in form of Demand Draft/Pay Order in favour of The Project Director, SBFP Gangtok, payable at Gangtok. Kindly clarify if the MSME registered organisations are exempted from submitting the EMD.</p>	<p>Not applicable under this assignment.</p>
<p>29. Pg.2 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. Based on this information we have understood that we need to submit the CVs of the following key persons only-</p> <ol style="list-style-type: none"> 1. Senior M&E Specialist 2. Forestry Specialist 3. Sociologist <p>Kindly clarify if our understanding is correct.</p>	<p>Yes</p>
<p>30. Pg. 13. 3.3 Coverage of the Survey. Kindly clarify that for the socioeconomic end line survey in the identified 10% JFMCs/EDCs, 10% sample households need to be considered. The universe is of 180 JFMCs and 540 SHGs.</p> <p>The agency would like to know the average number of household in each JFMC/EDC.</p> <p>Also please clarify that is there any other sample other than JFMC/EDC/HH that needs to be covered.</p> <p>The agency would request for the list of locations/villages/districts covered under this project and outside the project which specifies treatment and</p>	<p>Total JFMCs/ EDCs/ PSSs are 180, and SHGs are 450 approximately. Please refer ToR for the proposal.</p> <p>The number of households vary in villages ranging between 50 ~ 100 plus.</p>




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control areas.	Please follow the ToR. List of project villages will be provided to the successful bidder.
31. Pg.18, Deliverables. Based on the deliverables vs. timelines, it is understood that the total duration is 6.5months. Kindly clarify if our understanding is correct.	Yes.

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A. SCREENING OF PROPOSALS

Following eligibility criteria will be adopted for screening of proposals. A short list of bidders will be prepared after applying the eligibility criteria, and proposals of only short-listed firms will be termed 'responsive' for evaluation. Remaining proposals will be termed 'non-responsive', and thus will not be evaluated.

- 1) **Annual Financial Turnover** (Rs.5 Cr. (Rs. Five Crore only) or more in any one of the preceding three financial years - 2020-21, 2021-22 and 2022-23). Attested audited Balance Sheets to be provided. Profitability for the indicated financial years will also be examined and the firm must have posted profit in all the three preceding financial years (2020-21, 2021-22 and 2022-23)
- 2) **Earnest Money Deposit (EMD)** – Rs.50,000/- (Rs. Fifty Thousand only) valid demand draft/ pay order The Project Director, SBFP Gangtok, payable at Gangtok.

Eligibility Criteria are as published in the Expression of Interest (EOI).

B. EVALUATION OF PROPOSALS**B1: Technical Score**

Following evaluation criteria will be followed for arriving at Technical Score:


Sl. No.	Area of Evaluation	Criteria	Marking System		Maximum Marks for Criteria/ Area
			Sub-criteria	Max. Marks for sub-criteria	
1	Bidder's Profile (10 marks)	Local presence and specific strengths	MoU(s) with MoEFCC/ State Governments on forestry sector assignments in India	2	10
			Engaged or awarded assignments in Forestry Sector by State/Central Government	2	
			If bidder is a registered semi-government entity	2	
			The firm is currently operational in Sikkim.	2	
			Proposed team of key professionals that have work experience of JICA or Externally aided projects in forestry sector in India	2	
2.	Work Experience (20 marks)	Demonstrative experience in forestry sector projects in India	Worked on forestry sector projects in India (more than 5 project in preceding five years)	5	20
			Worked on Externally Aided forestry sector projects in India (more than 5 project in preceding five years)	5	
			Worked on similar assignments for JICA forest Projects in India	5	


Sl. No.	Area of Evaluation	Criteria	Marking System		Maximum Marks for Criteria/ Area
			Sub-criteria	Max. Marks for sub-criteria	
			(more than 5 project in preceding five years)		
			Worked on forestry sector projects in Sikkim (more than 5 project in preceding five years)	5	
3	Team Composition (54 marks)	Qualification of key 03 professionals	Qualification: Post-graduate & above in any of the relevant subjects a) M&E Specialist – Statistics/ Economics and relevant subjects b) Forestry Specialist – Forestry/ Botany/ Zoology/ natural sciences c) Sociologist – Sociology, Rural development, and relevant subjects	4 (per position)	12
		Experience of key professionals	Experience in consulting a) Overall professional experience – (20 years and above) b) Work experience in forestry sector in India(10 years and above) c) Work experience in JICA forestry projects in India (05 years and above)	6 (per position)	18
		Experience in similar projects	Number of similar projects in India a) Externally Aided Projects in India (more than 15 projects) b) JICA projects in India (more than 10 projects)	6 (per position)	18
		Experience of working in Sikkim	Experience of working in Sikkim (more than 7 years)	2 (per position)	6
4	Approach & Methodology (16 marks)	Understanding & Work Plan	Based on the ToR, understanding of the assignment	8	16
			Work Plan	8	
5	Total Marks (minimum qualifying score 70)				100

B2: Financial Score

Following method will be adopted for determination of Financial Score. Each financial score will be computed using the formula given below

$$Sf = 100 \times Fm / F$$


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where:


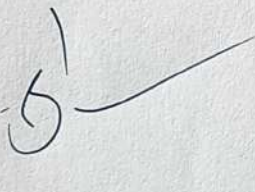
- Sf is the financial score of the Financial Proposal being evaluated,
- Fm is the evaluated total price of the lowest priced Financial Proposal,
- F is the evaluated total price of the Financial Proposal under consideration

C. RANKING OF PROPOSALS


Following table will be utilized for summarizing Total Score and Ranking. Bidder obtaining highest Total Score will be invited first for negotiation.

No.	Name of Consultancy firm	Technical Evaluation		Financial Evaluation		Total Score	Rank
		Technical Score	Weighted Technical Score	Financial Score	Weighted Financial Score		
		A	B= A x 80%	C	D= C x 20%		
1							
2							
3							
4							
5							

Note: Quality-Cost Ratio: 80:20

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