

Government of JHARKHAND
(Department of Forest, Environment & Climate Change)

TENDER NOTICE

RFP No. – 03/2025

Tender in three parts i.e. Pre-qualification (Part-I), Technical (Part-II) and Financial (Part – III) is invited from reputed, capable, experienced and financially sound firm for the following works:

Name of Work	Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in Nature Based Solutions (NBS) and Non Nature Based Solutions (Non-NBS) Sectors in Jharkhand.
Period of Contract	Six Month
Minimum average annual turnover during last three years.	Rs. 20 Lakhs from consulting business in India.
Tender fee	Rs. 5,000.00
Earnest Money Deposit	Rs. 80,000.00
Start Date & Time of Download the Tender Documents	31.10.2025.....at 03:00 PM
Date of Pre-bid meeting	21.11.2025.....at 11.30 AM
Date of Uploading of pre-bid queries	22.11.2025.....at 03.30 PM
End date and time of Submission of BID	28.11.2025at 01.00 PM
Bid opening date for technical part	01.12.2025.....at 03.00 PM
Bid opening date for price part	Will be communicated later
Address for communication	Additional PCCF, CAMPA, Jharkhand Van Bhawan, Doranda, Ranchi, Jharkhand-834002 apccf-campa@gov.in

1. Tender document and BOQ including terms & conditions, tender specification can be downloaded from website <https://forest.jharkhand.gov.in>. Any details required in this regard can also be had from the office of the undersigned (APCCF, CAMPA, Jharkhand Ranchi) during office hours.
2. The bids will be received at the office of Addl. Principal Chief Conservator of Forest, CAMPA, Jharkhand, Ranchi.
3. No claim shall be entertained on account of disruption of internet services being used by bidders. Bidders are advised to submit their bids well in advance to avoid last minute technical snag.

Sd/-

Addl. Principal Chief Conservator of
Forest, CAMPA, Jharkhand, Ranchi

REQUEST FOR PROPOSALS

FOR

Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in Nature-Based Solutions (NBS) and Non-Nature Based Solutions (Non-NBS) Sectors in Jharkhand



RFP No: 03/2025

Department of Forest, Environment & Climate Change; Government of Jharkhand (DoFECC)

Release date of the proposal: 31/10/2025

Pre-bid meeting (Online): 21/11/2025

Last date to receive queries: 22/11/2025

Last date to submit the proposal: 28/11/2025

Proposal Submission Address: Additional Principal Chief Conservator of Forest (APCCF), CAMPA, cum State Nodal Officer for Climate Change, Department of Forest, Environment & Climate Change; Van Bhawan, Doranda, Ranchi, Jharkhand-834002;
Email-ID: apccf-campa@gov.in

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Section 1: Letter of Invitation

Dear Sir/Madam

Proposals are invited for "**For Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand**", by Dept of Forest, Environment and Climate Change, Government of Jharkhand.

The proposal may be submitted to **Additional Principal Chief Conservator of Forest, CAMPA, Van Bhawan, Doranda, Ranchi, Jharkhand-834002.**

Pre-bid meeting will be held on 21/11/2025 at 11.30 hrs.

The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Service Providers and Data Sheet
- Section 3 - Terms of Reference
- Section 4 – Technical Evaluation
- Section 5 - Technical Proposal - Standard Forms
- Section 6 – Financial Proposal - Standard Forms

Details on the proposal's submission date, time and address are provided under **Section2: Instruction to Service Provider**¹. In course of preparing and submitting your proposal, it shall remain your responsibility to ensure that the proposal is submitted by the deadline. No bid will be accepted after the deadline. Kindly ensure that supporting documents and the proposal (the original) submitted are duly signed and stamped.

A firm will be selected under Quality and Cost Based Selection (QCBS) procedures (lump-sum contract). No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by client² after it has received the Proposal. **In case of any upward revision of statutory taxes (such as GST) by the Government of India during the currency of the contract, the incremental tax liability shall be borne by the Department, subject to submission of documentary evidence by the service provider.**

At the time of Award of Contract/Purchase Order and up to a period of six month from signing of contract, the client reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum ten per cent (10%) of the total offer, without any change in the total financial/commercial value of the contract or other terms and conditions.

¹ Service provider means bidding entity

² Client means Department of Forest, Environment & Climate Change; Government of Jharkhand.

Any Contract /Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of the client, herein attached.

Please be advised that the client is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

The client implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against the client.

The authority reserves right to reject any/all proposal without assigning any reason thereof.

Additional Principal Chief Conservator of Forest, CAMPA
Department of Forest, Environment and Climate Change
Van Bhawan, Doranda,
Ranchi-834002
Jharkhand

Section 2: Instruction to Service Providers and Datasheet

A. General Provision

1 Definitions

- (a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the service provider
- (b) "Applicable Law" means the laws and any other instruments having the force of law in the Client's country and state, as they may be issued and in force from time to time.
- (c) "Client" means the project Executive Entity responsible for implementation of the project and that signs the Contract for the Services with the Service Provider. Client in the case may also be referred as Department of Forest, Environment & Climate Change; Government of Jharkhand.
- (d) "Service Provider" means a legally-established entity that may provide or provides the Services to the Client under the Contract. Service Provider may be referred to any entity which are participating in this BID/Tender.
- (e) "Contract" means a legally binding written agreement signed between the Client and the Service Provider and includes all the attached documents listed in its Clause (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (f) "Data Sheet" means an integral part of the Instructions to Service Providers under Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the Instructions to Service Providers.
- (g) "Day" means a calendar day.
- (h) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Service Providers.
- (i) "Government" means the State Govt of Jharkhand
- (j) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Service Provider's proposal.
- (k) "Proposal" means the Technical Proposal and the Financial Proposal of the Service Provider.
- (l) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Service Provider

(m) "Services" means the work to be performed by the Service Provider pursuant to the Contract.

(n) "TORs" (this Section 3 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Service Provider, and expected results and deliverables of the assignment.

2 Introduction 2.1 The Client named in the Data Sheet intends to select a Service Provider, in accordance with the method of selection specified in the Data Sheet.

2.2 The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Service Provider

2.3 The Service Provider should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-bid meeting as specified in the Data Sheet. Attending any such pre-bid meeting is optional and is at the Service Provider expense.

3 Conflict of Interest 3.1 The Service Provider is required to provide professional, objective, and impartial advice, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

3.2 The Service Provider has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Service Provider or the termination of its Contract and/or sanctions by the Client.

B. Preparation of Proposal

4 General Considerations 4.1 In preparing the Proposal, the Service Provider is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

5 Cost of Preparation of Proposal 5.1 The Service Provider shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Service Provider.

6	Language	6.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Service Provider and the Client, shall be in English
7	Only One Proposal	7.1 The Service Provider shall submit only one Proposal. If a Service Provider submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude the Service Provider staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify
8	Proposal Validity	8.1 The period of the validity of the proposal will be in accordance to clause 6 of the Datasheet
9	Amendment of RFP	<p>9.1. At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.</p> <p>9.2. If the amendment is substantial, the Client may extend the proposal submission deadline to give the Service Provider reasonable time to take an amendment into account in their Proposals</p> <p>9.3 The Service Provider may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline</p>
10	Technical Proposal Format and Content	10.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
11	Financial Proposal Taxes	<p>11.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP.</p> <p>11.2 The Service Provider will be responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.</p>
12	Submission, Sealing, and Marking of Proposals	<p>C. Submission, Opening and Evaluation</p> <p>12.1 The Service Provider shall submit a signed and complete Proposal comprising the documents and forms as specified in the RFP. The submission can be done by registered post/speed post/courier service or by hand.</p> <p>12.2 An authorized representative of the Service Provider shall sign the original submission letters in the required format for both the Technical Proposal and, the Financial Proposals and shall initial all pages of both.</p>

12.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the person signing the Proposal.

12.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

12.5 The original and all the copy of the Technical Proposal shall be placed inside a sealed envelope clearly **marked "TECHNICAL PROPOSAL"**, "**[Name of the Assignment]**", reference number, name and address of the Service Provider.

12.6 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly **marked "FINANCIAL PROPOSAL"** followed by the name of the assignment, reference number, name and address of the Service Provider.

12.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Service Provider's name and the address.

12.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

12.9 The Proposal must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected.

13 Confidentiality

13.1 From the time the Proposals are opened to the time the Contract is awarded, the Service Provider should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Service Provider who submitted the Proposals or to any other party not officially concerned with the process, until the award of Contract.

13.2 Any attempt by the Service Provider or anyone on behalf of the Service Provider to influence improperly the Client in the evaluation of the Proposals or award of Contract may result in the rejection of its Proposal.

		13.3 Notwithstanding the above provisions, from the time of the Proposals" opening to the time of award of Contract, if a Service Provider wishes to contact the Client on any matter related to the selection process, it should do so only in writing.
14	Opening of Technical Proposals	14.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Service Providers authorized representatives who choose to attend (in person). The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a client's office or reputable independent authority until they are opened.
15	Evaluation of Technical Proposals	15.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the RFP.
16	Opening of Financial Proposals (for QCBS methods)	<p>16.1 The Client shall intimate the date, time and location for the opening of the Financial Proposals.</p> <p>16.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Service Provider's whose proposals have passed the minimum technical score. The Service Provider attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Service Provider's choice. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>
17	Correction of Errors	17.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal
18	Quality- and Cost-Based Selection (QCBS)	18.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the RFP. The Service Provider achieving the highest combined technical and financial score will be selected for award of contract.

Datasheet

A. General	
1	The Project: <i>Request for proposal for Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand</i> , by Dept of Forest, Environment and Climate Change, Government of Jharkhand .
	Period of engagement – 6 months from the date of commencement of service.
2	Financial Proposal to be submitted together with Technical Proposal: Yes
3	<p>A pre-bid will be held: Yes(online)</p> <p>Date of pre-bid meeting – 21/11/2025 Time: 11.30 hrs</p> <p>Address: Additional Principal Chief Conservator of Forest, CAMPA, Department of Forest, Environment and Climate Change, Van Bhawan, Doranda, Ranchi-834002, Jharkhand</p>
B. Preparation of Proposal	
4	<p>This RFP has been issued in the English language. The RFP can be downloaded from the website: www.forest.jharkhand.gov.in. Forest Department also reserves the right to modify/relax any part of the RFP/bid prior to the submission date and time. Any such changes will be published on the website as corrigendum and the participant bidders are supposed to take the corrigendum also into account prior to bid submission.</p> <p>Proposals shall be submitted in English language and all correspondence exchange in regard to the proposal/contract shall be in English language.</p>
5	<p>The proposal shall comprise of the following:</p> <p>1st inner envelope with technical proposal</p> <ul style="list-style-type: none"> (1) Power of attorney to sign the proposal (2) Check List (3) TECH FORM-1, TECH FORM -2, TECH FORM -3, TECH FORM -4, TECH FORM -5 TECH FORM -6, TECH FORM -7, TECH FORM -8, TECH FORM -9 (4) Reference documents duly signed and stamped <p>AND</p> <p>2nd inner envelope with financial proposal</p> <ul style="list-style-type: none"> (1) FIN-1 and FIN-2 <p>Completeness of bid offer</p> <p>The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the RFP document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the RFP document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if</p>

	complete information as called in the RFP document is not given therein, or if particulars asked for the Forms/Performa in the RFP are not fully furnished.
6	Proposals must remain valid for 90 calendar days after the proposal submission deadline.
7	<p>The Financial Proposal shall be stated in Indian Rupees and the prices quoted in the financial bid should be without any conditions. Price quotation accompanied by vague and conditional expressions will be treated as being at variance and shall be liable for rejection.</p> <p>Omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Costs if any that are not clearly identified in the financial proposal will be borne by the bidder. When there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his Bid will be rejected.</p>
C. Submission, Opening and Evaluation	
8	<p>Earnest Money Deposit (EMD)</p> <p>The service provider must furnish, as a part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs 80,000/- (Rupee Eighty Thousand Only) in form of DD from any scheduled commercial bank drawn in favour of Additional PCCF, CAMPA, Jharkhand (Climate Change) payable at Ranchi. The EMD of unsuccessful bidder shall be refunded after finalisation of the selection process and award of the contract. The EMD of successful bidder will be released only after commencing of service and furnishing of Performance Bank Guarantee. The EMD will be forfeited on account of the following reasons:</p> <ul style="list-style-type: none"> a) Bidder withdraws its proposal during bid validity period b) Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification. c) Finally, selected bidder disagrees to sign the contract and commence the work within the stipulated timeline. d) If the selected bidder fails to submit the performance bank guarantee.
9	<p>The Service Provider must submit:</p> <p>(a) Technical Proposal: The Bidder shall submit one original set of Technical Proposal clearly marked "ORIGINAL".</p> <p>(b) Financial Proposal: one (1) original</p> <p>In case the financial proposal is not submitted separately or is not properly sealed (as observed during the opening of proposal in accordance to clause 13 of the datasheet below) the proposal is liable to rejection</p> <p>Following documents to be submitted along with technical proposal</p> <ul style="list-style-type: none"> a) Earnest Money Deposit b) Copy of certificate of Incorporation/Registration c) Copy of PAN, GSTIN, TAN d) Copy of IT return for last three financial years (2021-22, 2022-23 & 2023-24).

	<p>e) Power of attorney/letter of authorisation from the firm in favour of the person signing the bid on behalf of the service providers</p> <p>f) RFP Acceptance Letter – Declaration that the bidder has accepted all the conditions stipulated under the RFP including the contract document.</p> <p>g) Copy of the completion certificate of the completed assignments duly signed and stamped by the clients/customer, which are proposed to justify the eligibility of the service provider</p> <p>h) Undertaking in the official letterhead duly signed by the authorised representative for not having been blacklisted by any Central/State Government/Any autonomous bodies/International and National Organisation in last five years.</p>						
Note: All Documents submitted above should be duly signed and stamped							
<p>The proposal complete in all respect must reach the undersigned by Speed Post/Registered Post/Courier/By hand by the deadline in sealed envelope clearly mentioning on the top of it <i>"Proposal For Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand"</i>. Electronic submission of proposal is not allowed.</p> <p>Ambiguous bids will be out rightly rejected. Bids not accompanied by desired documents, would be rejected. Undertaking of subsequent submission of any of the above document will not be entertained.</p>							
10	<p>Proposal Submission Deadline:</p> <p>The Proposals must be submitted no later than: Date: 28/11/2025</p> <p>Time: 13.00 hrs</p> <p>Any proposal received beyond the aforesaid deadline (date and time) will be rejected.</p> <p>Date and time of opening of Technical Proposal: Date: 01/12/2025</p> <p>Time: 15.00 hrs</p>						
11	<p>The Proposal submission address is:</p> <p>Additional Principal Chief Conservator of Forest CAMPA, Jharkhand Van Bhawan, Doranda, Ranchi, Jharkhand-834002.</p>						
12	<p>Essential eligibility criteria for participating in the RFP/BID/Tender</p> <table border="1"> <thead> <tr> <th>Basic Requirement</th> <th>Specific Requirement</th> <th>Required Supporting Documents</th> </tr> </thead> <tbody> <tr> <td>Legal Entity</td> <td> <ul style="list-style-type: none"> • A single entity legally registered under the appropriate authority in India. • The bidder must be registered under GST Act 2017. • Consortium or Joint Venture (JV) is not allowed. </td> <td> <p>a) Copy of Certificate of Incorporation.</p> <p>b) Copy of GST Registration.</p> <p>c) Copy of valid PAN.</p> </td></tr> </tbody> </table>	Basic Requirement	Specific Requirement	Required Supporting Documents	Legal Entity	<ul style="list-style-type: none"> • A single entity legally registered under the appropriate authority in India. • The bidder must be registered under GST Act 2017. • Consortium or Joint Venture (JV) is not allowed. 	<p>a) Copy of Certificate of Incorporation.</p> <p>b) Copy of GST Registration.</p> <p>c) Copy of valid PAN.</p>
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	Experience of the Bidder	<p>The bidder should have a minimum of 2 years of experience in the field of development/advisory of Carbon credit projects in NBS/ARR and Non-NBS sector as of 30th June-2025.</p> <p>Bidder should have completed registration/validation of at least 5 carbon credit projects (Including all sectors and registries/standard)</p>	<p>Copy of Certificate of Incorporation.</p> <p>Copies of engagement documents such as:</p> <ul style="list-style-type: none"> • Work order/PO • Completion certificates duly signed by the clients. • Completion certificate must consist project id/reference no. • Name, email id and contact number of the client.
	Turnover	<p>The bidder should have a minimum average annual turnover of INR 20 lacs in the past three financial years (2021-22, 2022-23, 2023-2024).</p>	<p>a) Copies of audited balance sheet and profit & loss account with all schedules.</p> <p>b) Turnover certificate certified by a Chartered Accountant.</p>
	Bid Processing Fee (Non-Refundable)	<p>The applicant should furnish a Bid Processing Fee of Rs. 5,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft in the favour of Department of Forest, Environment & Climate Change (DoFECC).</p>	Original Demand Draft/Banker's Cheque in favour of Forest, Environment & Climate Change (DoFECC).
	Earnest Money Deposit (EMD) (Refundable)	<p>The applicant should furnish an Earnest Money Deposit (EMD) of INR 80,000/- (Indian Rupee Eighty Thousand Only) in the form of Demand Draft in the favour of Department of Forest, Environment & Climate Change (DoFECC), Government of Jharkhand.</p>	Original Demand Draft.

	Affirmative Statement	The bidder shall furnish an affirmative statement regarding the non-existence of any potential conflict of interest due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-declaration from the bidder																		
	Blacklist Declaration	The bidder should not have been banned/blacklisted/debarred/suspended by the World Bank, JICA, Central Government, State Government, Government Organizations, Financial Institutions, Court, or Public Sector Units in India.	Self-Declaration by the Authorized Representative.																		
	Team Composition	Bidder will have to submit detailed CV of team that will be deputed to manage the project.	Team's CV. Must consist educational qualification, Work history and relevant experience.																		
13	Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:																				
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	<p>The detailed roles and responsibilities of each of the experts are outlined under Section 3: Terms of Reference.</p> <p>The minimum qualification and experience of each of key experts are specified below:</p> <table border="1"> <thead> <tr> <th>Sl.</th><th>Position</th><th>Minimum Educational Qualification</th></tr> </thead> <tbody> <tr> <td>1</td><td>Team Leader</td><td> <p>Educational Qualification: Post graduate/Gradate</p> <p>Minimum Experience: 15 years</p> <p>Relevant projects: Involved in the registration of at least 10 projects.</p> <p>Executed emission reduction purchase agreement worth INR 10 million.</p> <p>Prior work experience with Doner/multilateral agency would be an added advantage.</p> <p>Prior work experience in Jharkhand would be an added advantage</p> </td></tr> <tr> <td>2</td><td>Technical/Methodology Expert</td><td> <p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 10 years</p> <p>Relevant projects: Experience of evaluating and developing VCM³/GS⁴/UNFCCC⁵ methodology.</p> </td></tr> <tr> <td>3</td><td>Agriculture /Agroforestry/Forestry Expert</td><td> <p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 5 years</p> <p>Relevant projects: Experience of managing at least one carbon project in NBS/ARR⁶ sector.</p> </td></tr> </tbody> </table> <p>All the proposed expert should be proficient in speaking in Hindi.</p> <p>The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:</p> <ol style="list-style-type: none"> 1) General qualifications (general education, training, and experience): 20 % 	Sl.	Position	Minimum Educational Qualification	1	Team Leader	<p>Educational Qualification: Post graduate/Gradate</p> <p>Minimum Experience: 15 years</p> <p>Relevant projects: Involved in the registration of at least 10 projects.</p> <p>Executed emission reduction purchase agreement worth INR 10 million.</p> <p>Prior work experience with Doner/multilateral agency would be an added advantage.</p> <p>Prior work experience in Jharkhand would be an added advantage</p>	2	Technical/Methodology Expert	<p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 10 years</p> <p>Relevant projects: Experience of evaluating and developing VCM³/GS⁴/UNFCCC⁵ methodology.</p>	3	Agriculture /Agroforestry/Forestry Expert	<p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 5 years</p> <p>Relevant projects: Experience of managing at least one carbon project in NBS/ARR⁶ sector.</p>	
Sl.	Position	Minimum Educational Qualification												
1	Team Leader	<p>Educational Qualification: Post graduate/Gradate</p> <p>Minimum Experience: 15 years</p> <p>Relevant projects: Involved in the registration of at least 10 projects.</p> <p>Executed emission reduction purchase agreement worth INR 10 million.</p> <p>Prior work experience with Doner/multilateral agency would be an added advantage.</p> <p>Prior work experience in Jharkhand would be an added advantage</p>												
2	Technical/Methodology Expert	<p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 10 years</p> <p>Relevant projects: Experience of evaluating and developing VCM³/GS⁴/UNFCCC⁵ methodology.</p>												
3	Agriculture /Agroforestry/Forestry Expert	<p>Educational Qualification: Post graduate/Graduate in related domain.</p> <p>Experience: Minimum 5 years</p> <p>Relevant projects: Experience of managing at least one carbon project in NBS/ARR⁶ sector.</p>												

³ VCM: Voluntary Carbon Market/Verra

⁴ GS: Gold Standard

⁵ UNFCCC: United Nations Framework Convention on Climate Change

⁶ ARR: Afforestation Reforestation and Revegetation

	<p>2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) 80%</p> <p>Total weight: 100%</p> <p>Presentation on technical proposal by the proposed team leader of the bidding organisation</p> <p>Note: Date and time for technical presentation on the proposal will be intimated to the service provider.</p> <p>Total Marks</p> <p>The detailed criteria for evaluation of specific experience of the Service Provider (as a firm) relevant to the Assignment is outlined under Annex 1 of Section 2 of this proposal</p> <p>The minimum technical score (St) required to qualify is: 70 Marks</p>	
14	The financial proposal should be inclusive of direct and indirect tax levied on the contract's invoices.	15
15	<p>QCBS norms</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is as follows: $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 70%, and P = 30%</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T + Sf \times P$.</p>	
	D. Performance Guarantee	
16	<p>Performance Bank Guarantee</p> <p>The successful bidder shall submit a Performance Guarantee for an amount equal to 10% of the value of the Contract in the form of a Bank Guarantee. The performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The Performance Guarantee shall be returned, after the successful completion of the assignment by the Service Provider. The Performance Security may be invoked by the Department in case of failure of bidder to adhere to the terms & conditions of the contract.</p> <p>Model Performance Guarantee Form is provided as Appendix D of the Contract document</p>	
17	<p>Non-Transfer of Bid</p> <p>Neither the contract nor any rights granted under the contract may be sold, leased/sublet assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease assignment or otherwise transfer shall be void and of no effect.</p>	
18	Corrupt and Fraudulent Practices	

	<p>The Department will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event. Any attempt by bidder to bring pressure towards Forest Department's (Clients) decision making process, such bidders shall be disqualified for participation in the present RFP/bid and those bidders may be liable to be debarred from bidding for Forest Department RFPs in future for a period of three years. Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be outrightly rejected and no correspondence on the same, shall be entertained. Further, EMD shall also be forfeited/invoked.</p>
19	<p>Penalty for Delay:</p> <p>In case of delay in delivering the milestones beyond the stipulated timeline (without prior written approval from the client), the following penalties will apply:</p> <ul style="list-style-type: none"> • For each week of delay: 0.5% of the total contract value • Maximum penalty cap: 10% of the total contract value <p>If the cumulative penalty exceeds 10% or if the delay extends beyond 30 days from the original deadline, the Department reserves the right to terminate the contract and forfeit the performance guarantee.</p> <p>Non-Compliance Penalty:</p> <p>If the quality of deliverables is found to be significantly below acceptable standards, a penalty of 5% of the respective milestone payment will be levied, subject to a maximum of 10% of the contract value.</p>
20	<p>Letter of Award</p> <p>The Client will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties.</p>
21	<p>Force Majeure:</p> <p>For purpose of this clause, "<i>Force Majeure</i>" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the</p>

	Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for what so ever reason.
22	<p>Arbitration:</p> <p>The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Additional Chief Secretary, Department of Forest, Environment and Climate Change, Government of Jharkhand. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Ranchi</p>

Section 3. Terms of Reference

Terms of References

Request for Proposal "**For Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand**", by Dept of Forest, Environment and Climate Change, Government of Jharkhand.

(A) Background & Objective

Though Jharkhand is one of the most vital states to India's energy security due to its high coal reserve, it is simultaneously one of the nation's most climate-vulnerable regions. The escalating threat of global warming and climate change is placing immense pressure on state's natural resources and communities. A recent study by the state's Forest and Climate Change Department forecasts a significant temperature increase of 1.5 Celsius in the short term (next 20 years) and approximately 4 degrees Celsius to in the long term (next 80 years).

While the Department of Forest & Climate Change, Government of Jharkhand, has undertaken numerous initiatives and is implementing various programs and projects, the state recognizes the imperative to leverage carbon and climate finance to significantly amplify the efforts in climate change mitigation and adaptation.

The focus of the carbon credit project identification shall include Nature-Based Solutions (NBS), community-based efficient cooking solutions, and other eligible sectors. Reclamation of abandoned coal mines may be considered **only in cases where the mine has been officially closed, and the land has been transferred to the State Government or the Forest Department**. Reclamation of degraded forest lands shall be a priority area under this assignment.

The development of such quality projects will not only help Jharkhand contribute to the climate goals of both the state and the country, but also deliver substantial economic benefits to local communities, significantly enhancing their resilience and adaptive capacity against the threats of climate change.

The objective of this assignment is to originate evaluate, and ultimately identify at least five potential high-integrity NBS (Agriculture/Agroforestry/Improve Forest management) and Non-NBS/ (Waste Management/ Renewable Energy/Energy Efficiency) carbon credit projects across various sectors and regions of the state. Out of five at least three projects must be from NBS /ARR sector.

This note sets out very specific requirements for the carbon projects that bidders can propose:

(B) Scope of Work

The selected firm will undertake a comprehensive scope of work designed to identify, evaluate, and prepare carbon credit projects within Jharkhand. This includes:

- **Initial Assessments & Policy Review:**

- Conducting a desktop study of ongoing activities in sustainable agriculture, forestry/agroforestry, and other relevant initiatives across the state under various schemes.
- Performing a desktop study of non-Nature-Based Solutions (NBS) activities, such as clean cooking, energy efficiency, renewable energy (off-grid/on-grid) projects currently being implemented in the state.
- Analysing various state policies and their alignment with both NBS and non-NBS activities.
- Conducting a brief study of various state and central policies related to the NBS sector.
- Detailed review of Indian carbon market and its alignment and interlinkage with Article-6 mechanism among with corresponding adjustment and host country approval process.
- A brief overview of Article-6 carbons market/mechanism and its transaction process.
- A brief of carbon finance, global/national carbon fund and their mode of operation.

- **Project Identification & Feasibility:**

- Screening for potential carbon credit projects in both NBS and non-NBS sectors.
- Conducting baseline and project scenario studies and evaluating project eligibility criteria.
- Identifying suitable methodologies and applicable standards/mechanisms/registries for each project.
- Quantifying carbon credits (both annually and for the entire crediting period) based on the selected equations and methodologies.
- Conducting a detailed commercial/financial viability study for each project, assuming various input costs and potential revenue generation (annually and over the entire crediting period).
- Studying all risk factors (e.g., additionality, methodology, registration, community risks) that could lead to project rejection.

- **Stakeholder Engagement & Site Visits:**

- Conducting stakeholder consultations with relevant departments, institutions, and senior officials at both state and district levels.
- Performing at least one site visit to all identified project locations, including consultations with probable beneficiaries and local officials.

- **Documentation & Reporting:**

- Preparing detailed concept notes for all identified projects, including applicable methodologies, credit quantification, costing, revenue estimation, risks, and a registration timeline.
- Conducting market research and analysis on recent price trends for NBS and non-NBS credits (Credible source). This should include a list of potential buyers and carbon exchanges with references/links.
- Preparing a final consolidated report summarizing all findings, recommendations and way forward.
- Providing detailed costing (variable/fixed) for project registration, covering consulting, Validation & Verification Boday (VVB)/Designated Operational Entity (DoE) fees, registry charges, and any other associated costs (e.g., software, hardware, data, imagery, analysis).
- Expected revenue from the projects (Annual and over the crediting period).

- **Workshops:**

- Organizing an inception workshop at the project's commencement.
- Conducting a conclusion workshop upon submission of the project concept notes and the final report.
- Workshop will include officials from various department, project developers, financial institutions/doner agencies.
- Bidder is required to cover all costs associated with the event for all attendees, including Travel (Airfare, train tickets, or other transportation to and from the workshop location), Accommodation (Hotel stays for the duration of the event) and Food (Meals and refreshments throughout the workshop).

(C) Deliverables

Milestones /Deliverables	Timeline	Payment Schedule
<p>1. Inception Report and Work Plan: Submit an inception report detailing the proposed work plan for executing the assignment.</p> <p>2. Forest Department Presentation: Deliver a comprehensive presentation to the Forest Department outlining the project's approach and objectives.</p> <p>3. Inception Workshop: Organize an inception workshop primarily for:</p> <ul style="list-style-type: none"> ○ Officers from various departments (e.g., Forest, Agriculture, Rural Development). ○ Representatives from financial institutions (e.g., NABARD). 	0 to 15 Days	20%
Phase 2: Project Identification & Concept Development	16 to 60 Days	20%

<p>1. Potential Projects Report & Concept Notes: Submit a report containing a list of potential projects. This should include separate Project Concept Notes (PCNs) for each identified project, detailing:</p> <ul style="list-style-type: none"> ○ Project type. ○ Baseline and project scenarios. ○ Coverage Area (in hectares) for each project mapped out clearly through GIS or scientific tools as suitable ○ Applicable methodologies. ○ Additionality aspects of each project (can be added) ○ Registration timeline. ○ Annual credit quantification along with detailed calculation. ○ Estimated project cost (Fixed and Variable) and expected annual revenue. ○ Best suitable mechanism/registry. ○ Socio-economic benefits. ○ SDG matrix/alignment. 		
<p>Phase 3: Detailed Analysis & Risk Assessment</p> <p>1. Financial/Commercial Viability & Quantification Report: Provide a detailed analysis for each identified project, covering:</p> <ul style="list-style-type: none"> ○ Financial and commercial viability. ○ Detailed quantification/estimation of annual and lifetime carbon credits and revenue, based on applicable methodologies, including all detailed calculations. <p>This report will also include a detailed risk analysis with recommendations to minimize the following risks:</p> <ul style="list-style-type: none"> ○ Financial and Business Risk ○ Policy Risk (National/International) ○ Community Risk ○ Methodology Risk ○ Registration/Rejection/Verification Risk ○ Monetization and Trading Risk ○ NDC and Host Country Approval Risk ○ Climate Risk 	60-120 Days	30%
<p>Phase 4: Final Reporting & Conclusion</p> <p>1. Consolidated Final Report: Submit a comprehensive consolidated report that includes all findings, recommendations, and a clear roadmap for future actions.</p>	120-150 Days	30%

<p>2. Conclusion Workshop: Organize a conclusion workshop to present all findings to a broad range of stakeholders, including:</p> <ul style="list-style-type: none"> ○ Senior officers from state and central government. ○ Donors and multilateral agencies (e.g., UNDP, FAO, ADB, World Bank). ○ Domestic financial institutions (e.g., NABARD, IREDA). ○ Investors and project developers. ○ Consultants and NGOs. 		
<p>Note:</p> <ol style="list-style-type: none"> 1. Bidders cannot include any carbon projects that are currently ongoing and developed by private investors or private project developers. 2. The projects will be primarily developed under the policy or with funding support from either the State or Central Government. 3. In essence, the department is looking for new, government-backed carbon reduction projects, and explicitly excludes those driven purely by private entities without direct government involvement or policy framework. 4. It is desirable that agency will identify at least five projects (at least three from NBS and two from Non-NBS). 		

Section 4: Technical Evaluation

Technical Evaluation: Total 100 Marks (the qualifying marks is 70)

Initial Screening: Only bidders who satisfy the Minimum Eligibility Criteria and requirements listed in the datasheet will be selected for technical evaluation.

Technical Evaluation: If a bidder passes the initial eligibility check, their proposal will then undergo a detailed technical evaluation as and marks will be allocated as mentioned in the table below.

Financial Proposal Evaluation: Financial proposal will be evaluated of only those bidders who successfully score ≥ 70 marks in the technical evaluation round.

Sr. No.	Bid Evaluation Parameters	Scoring Criteria	Maximum Marks												
1	Relevant experience of the Service Provider (as a firm) relevant to the Assignment:	<p>Turnover (INR)-Last 3 Year Average</p> <table border="1"> <tr> <td>20 lacs-50 lacs</td> <td>14</td> </tr> <tr> <td>51 lacs-1 cr</td> <td>16</td> </tr> <tr> <td>>1 cr</td> <td>18</td> </tr> </table> <p>No of project executed in the last 2 FY.</p> <table border="1"> <tr> <td>5 to 9</td> <td>6</td> </tr> <tr> <td>10 to 20</td> <td>12</td> </tr> </table>	20 lacs-50 lacs	14	51 lacs-1 cr	16	>1 cr	18	5 to 9	6	10 to 20	12	30		
20 lacs-50 lacs	14														
51 lacs-1 cr	16														
>1 cr	18														
5 to 9	6														
10 to 20	12														
2	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):	<table border="1"> <tr> <td>Approach & Clarity of eligibility criteria or ARR/NBS projects</td> <td>7</td> </tr> <tr> <td>Commercial & financial analysis approach</td> <td>7</td> </tr> <tr> <td>Approach on methodology applicability & Standard selection</td> <td>7</td> </tr> <tr> <td>Method for quantification of credit</td> <td>7</td> </tr> <tr> <td>Risk assessment approach</td> <td>7</td> </tr> </table>	Approach & Clarity of eligibility criteria or ARR/NBS projects	7	Commercial & financial analysis approach	7	Approach on methodology applicability & Standard selection	7	Method for quantification of credit	7	Risk assessment approach	7	35		
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Commercial & financial analysis approach	7														
Approach on methodology applicability & Standard selection	7														
Method for quantification of credit	7														
Risk assessment approach	7														
3	Key Experts' qualifications and relevant work experience for the Assignment	<table border="1"> <tr> <td>>16 Years</td> <td>6</td> </tr> <tr> <td>Previous work experience with two or more multilateral agency.</td> <td>4</td> </tr> </table> <p>Team Member 1</p> <table border="1"> <tr> <td><=10Years</td> <td>3</td> </tr> <tr> <td>>10Years</td> <td>5</td> </tr> </table> <p>Team Member 2</p> <table border="1"> <tr> <td><= Years</td> <td>3</td> </tr> <tr> <td>>10Years</td> <td>5</td> </tr> </table>	>16 Years	6	Previous work experience with two or more multilateral agency.	4	<=10Years	3	>10Years	5	<= Years	3	>10Years	5	20
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Previous work experience with two or more multilateral agency.	4														
<=10Years	3														
>10Years	5														
<= Years	3														
>10Years	5														
4	Presentation on technical proposal by the proposed team leader of the bidding organisation	Evaluation of the presentation will be the basis reediness, knowledge and implementation plan.	15												
5	Grand Total		100												

a. **Evaluation Process:**

The Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of Technical Proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (TS) in accordance with the marks obtained during the Technical Evaluation stage. There shall be **70%** weightage to technical score and **30%** weightage to financial score.

The formula of QCBS score shall be as following (example)

Combined Score (CS) = Technical Score (TS) x 70% + Financial Score (FS) x 30%

FS = (F-Min / F-Bidder) where F Min is the Minimum (Least) price quoted by the bidder under among all technically qualified bidders.

For Example: (only indicative), if the Scores of 4 Bidders is as follows:

S. No.	Bidder's Name	Technical Score (TS)	Price Quotation (Base price) of the Bidder's (INR)	Financial Score (Fs)=Fm/Fb	Remarks
1	A	71	30,00,000.00	83.33	Technically qualified for financial bids
2	B	78	25,00,000.00	100.00	
3	C	80	31,00,000.00	80.65	
4	D	65	26,00,000.00	96.15	Technically disqualified

The Calculations is given below:

Bidder A

Technical score is 71 (Technically qualified)

Financial Score is 83.33

Combined Score = $0.7 \times 71 + 0.3 \times 83.33 = 49.00 + 25.00 = 74$

Bidder B

Technical score is 78. (Technically qualified)

Financial Score is 100.

Combined Score = $0.7 \times 78 + 0.3 \times 100 = 56.40 + 30.00 = 86.40$

Bidder C

Technical score is 80. (Technically qualified)

Financial Score is 80.65

Combined Score = $0.7 \times 80 + 0.3 \times 80.65 = 56.00 + 24.19 = 80.19$

Bidder D

Technical score is 65. (Technically disqualified). Hence not evaluated further.

From the above calculations, the bidder B has scored the highest so is finally selected.

Note:

1. Documents regarding fulfilment of aforementioned criteria must be submitted in support of the claim.
2. In case of two or more bidder's score becomes equal, winner will be the bidder whose financial quote is lowest.

Section 5: Technical Proposal & Standard Forms

TECH FORM -1

Cover Letter

On the bidder's letterhead

[Date]

To

The Additional Principal Chief Conservator of Forest, CAMPA
Department of Forest, Environment and Climate Change,
Van Bhawan, Doranda, Ranchi -834002, Jharkhand

Dear Sir/Madam

We, the undersigned, "**For Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand**", by Dept of Forest, Environment and Climate Change, Government of Jharkhand.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service Provider (Organisation's name):

Address:

Contact information (phone and e-mail):

TECH FORM -2

Bidder's Organisation (General) Details

S. No.	Description	Full Details
1	Legal Name of the Organization/ Firm/ Company	
2	Trade Name of the Organization/ Firm/ Company (Trade certificate required)	
3	Date of Establishment/Registration:	
4	CIN Number	
5	GSTIN Number	
6	PAN Number	
7	Experience in years:	
7	Registered Office in India Address:	
8	Tel:	
8	Email id:	
9	Address for Communication:	
8	Tel :	
8	Email id :	
9	Details of Individual who will serve as the point of contact/communication:	
9	Name:	
9	Designation:	
9	Mobile No.:	
9	Email id:	
10	Details of the authorized person signing & submitting the bid on behalf of the Bidder:	
10	Name:	
10	Designation:	
10	Mobile No.:	
10	Email id:	
11	Bid Processing Fee Details:	
11	Amount :	
11	BC/DD	
11	No.:	
11	Date:	
11	Name of the Bank:	
12	EMD Details:	
12	Amount :	
12	BC/DD No.:	
12	Date:	
12	Name of the Bank:	
13	Willing to carry out assignments as per the scope of work of the RFP	Yes
14	Willing to accept all the terms and conditions as specified in the RFP	Yes

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH FORM -3

DESCRIPTION OF APPROACH, & METHODOLOGY, RESPONDING TO ToR

Form TECH-3: a description of the approach, methodology for performing the assignment, including a detailed description of the proposed methodology.

1. Introduction & Background
2. Organisation's Profile
3. Organisation's services & Solutions
4. Approach and Methodology.
5. Risk Factors & Assessment

Note Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToRs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the ToRs in here.

TECH FORM -4
CURRICULUM VITAE (CV)

Bidders need to provide the CVs for their Team Leader and all team members. These CVs must adhere to the below format.

Name

Profile Summary:

General

Name of Expert	
Name of the current Firm	
Nationality	
Country of Citizenship	
Date of Birth	
Position in the team	

Education

Degree/Diploma/Certificate	College/Institute	Duration

Language

Language	Speaking	Reading	Writing
English			
Hindi			

Employment Record

Duration	Organization:	Designation	Key Projects:

Reference

Name	Email id	Contact Detail

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (a) this CV correctly describes my qualifications and my experience;

(b) I am committed to undertake the assignment within the validity of Proposal

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

Name & Signature

Date:

TECH FORM -5

WORK SCHEDULE

Deliverable	Months					
	1	2	3	4	5	6

1. List the deliverables with the breakdown for activities required to produce them. For phased assignments, indicate the activities separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.
4. The rows and columns are not fixed and can be increased or decreased based on the service provider discretion

TECH FORM -6

On the bidder's letterhead

Bidder's Past Experience Details: The Bidder's experience of working on registration/ accrual and trading of Carbon Credit projects in the areas NBS/ARR/ Avoidance/ RE / EE or with State/Federal/ Multilateral agencies/Bilateral/Private agencies projects (Only Indian projects) **(Assignments undertaken during 1st Jan 2022 to 30th June 2025)**. Bidder shall provide completion letter from the client. Department may cross verify it. In case of any ambiguity, bid will be rejected.

Table-1 (List of completed projects during last 5 years:)

S. No	Project ID	Sector	Name of Client	Name, Email and Contact Number
1				
2				
3				
4				
6				
7				
8				
9				
10				

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH FORM -7
SERVICE PROVIDER'S FIANACIAL DETAIL

On the bidder's letterhead

Financial Information

Financial Year	Annual Turnover (in Lakh)
FY 2021 -22	
FY 2022 -23	
FY 2023 -24	
Average	

Supporting Documents:

Audited financial statements for the last three FYs (**2021-22 ,2022-23, and 2023-24**) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form)

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH FORM- 8

On the bidder's letterhead

Self-Declaration and Information Regarding any Conflicting Activities

To
The Additional Principal Chief Conservator of Forest, CAMPA
Department of Forest, Environment and Climate Change,
Van Bhawan, Doranda, Ranchi -834002, Jharkhand

Tender No.....

Dated:.....

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in ToR/RFP: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal:

Communication Address of the Bidder:

TECH FROM-9

On the bidder's letterhead

Self-Declaration for Not Banned/Black Listed/Debarred/Suspended

To

The Additional Principal Chief Conservator of Forest, CAMPA
Department of Forest, Environment and Climate Change,
Van Bhawan, Doranda, Ranchi -834002, Jharkhand

Tender No.....

Dated:.....

Dear Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in the data sheet.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/ contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

Section 6. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN FORM-1 Financial Proposal Submission Form

FIN FORM-2 Summary of Costs

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

On the bidder's letterhead

[Location, Date]

To

The Additional Principal Chief Conservator of Forest, CAMPA
Department of Forest, Environment and Climate Change,
Van Bhawan, Doranda, Ranchi -834002; Jharkhand

Dear Sir/Madam

We, the undersigned, offer to undertake the project/assignment "**for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand**" in accordance with your Request for Proposals dated [Insert Date] and our Technical Proposal.

Proposals are invited for "**For Selection of a Technical Agency for Scoping, Identification, and Assessment of Carbon Credit Opportunities in NBS and Non-NBS Sectors in Jharkhand**", by *Dept of Forest, Environment and Climate Change, Government of Jharkhand*.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures} inclusive of GST, etc. Any escalation in the GST and other tax rates during the contract period will be borne by us.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 6 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service Provider (Organisation's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

On the bidder's letterhead

FORM FIN-2 SUMMARY OF COSTS

Item	Cost (in Rs)
Cost of the Financial Proposal	
(1) Resource Cost	
(2) Workshop (2)	
(3) Other Cost	
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	
GST, etc.	
Total	

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service Provider (Organisation's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

APPENDIX 1 - MODEL PERFORMANCE GUARANTEE

Bank Guarantee for Performance Guarantee

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Client]

Date: _____

PERFORMANCE GUARANTEE No.: _____

We have been informed that _____ [*name of Service Provider same as appears on the signed Contract*] (hereinafter called "the Service Provider") has entered into Contract No. _____ [*reference number of the contract*] dated _____ with you, for the provision of _____ [*brief description of Services*] (hereinafter called "the Contract").

We, the undersigned _____ (bank), waiving all objections and defences under the aforementioned contract, hereby irrevocably and independently guarantee to pay on your first written demand an amount up to a total of Rs..... (in words Rupees Only) against your written declaration that the Service Provider has failed to perform the aforementioned contract.

In the event of any claim under this guarantee, payment shall be effected to (*Bank A/C Name*), Ranchi account No of Branch, IFSC:..... for account of This guarantee shall remain valid for a period of four year from date of Issue & by which date we must have received any claims by letter or coded telecommunication. It is understood that you will return this guarantee to us on expiry or after settlement of the total amount to be claimed hereunder.

_____ [signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

Check List: Technical Proposal

S. No.	Name of the document	Submitted- YES/NO
1	Filled in Bid Submission Check List in Original	
2	Bid Processing Fee and Earnest Money Deposit (EMD) in sealed envelop	
3	Copy of Certificate of Incorporation/ Registration	
4	Copy of PAN	
5	Copy of Goods and Services Tax Identification Number (GSTIN)	
6	Audited balance sheet, Copies of IT Return for the last three financial years (2021-22, 2022-23 & 2023-24) duly certified by the Chartered accountant of the Bidder.	
7	Last three Fy Turnover certificate certified by a Chartered Accountant.	
8	Bid Processing Fee	
9	EMD	
10	TECH FROM-1	
11	TECH FROM-2	
12	TECH FROM-3	
13	TECH FROM-4	
14	TECH FROM-5	
15	TECH FROM-6	
16	TECH FROM-7	
17	TECH FROM-8	
18	TECH FROM-9	

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: