



**Government of Jharkhand**

# **REQUEST FOR PROPOSAL**

**FOR**

**Selection of Agency for Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand for the year 2025-26 and 2026-27**

**RFP No.: 02/2026**

**Department of Forests, Environment and Climate Change  
Van Bhawan, Doranda, Ranchi,  
Jharkhand-834002**

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**APCCF & Chief Executive Officer,  
CAMPA, Jharkhand**

## Letter of Invitation

Dear Sir/Madam

Proposals are invited for **“Selection of Agency for Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand” for the year 2025-26 and 2026-27.** Detailed Scope of Work (hereinafter to be referred as service) to be carried out by the service provider under this contract are provided in the Scope of Work.

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

The pre-bid meeting will be held on **18/06/2026** Time: **11:00 AM**

Details on the proposal's submission date, time and address are provided under Instruction to Service Provider. 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 client after it has received the Proposal. 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) 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 value of the contract or other terms and conditions. The forest department will not bear the cost of logistics and transporting in the field. The concerned forest officials/staff will assist in field visit

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, nor be responsible for any costs associated with a Service Provider's 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 amend the RFP as per requirement/conditions

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

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

# Compensatory Afforestation Fund Management and Planning Authority (CAMPA)

Department of Forest Environment and Climate Change, Government of Jharkhand  
Van Bhawan, Doranda, Ranchi Jharkhand-834002  
Telephone No. 651-2481466(O); Email: apccf-campa@gov.in

## Notice Inviting Tender (NIT)

The APCCF and Chief Executive Officer, CAMPA, Jharkhand invites proposal for Appointment of Consulting Agency for conducting the project titled '*Selection of Agency for Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand for the year 2025-26 and 2026-27*'. The bidding is open to all for the bidders who qualify for bidding parameters under the terms and conditions prescribed. Interested and eligible bidders may download the tender document from the official website of Jharkhand CAMPA (<https://forest.jharkhand.gov.in>). The cost of the tender document and bid processing fee is **Rs. 5,000/- (Rupees Five Thousand only)**, which shall be paid in the form of a **Bank Draft** drawn from any Nationalized or Scheduled Bank in favour of **APCCF, CAMPA**, payable at **Ranchi**. The Demand Draft must be submitted along with the **Technical Bid**, failing which the tender shall be **summarily rejected**. This tender document is **non-transferable** and the cost once paid is **non-refundable**.

### 1. Due Dates:

S.N	Particulars	Date	Time	Place
(i).	Hosting of RFP Document on website	04/06/2026	–	<a href="https://forest.jharkhand.gov.in/">https://forest.jharkhand.gov.in/</a>
(ii).	Pre-bid Meeting	18/06/2026	11:00 AM	Office of APCCF Development, Van Bhawan, Doranda, Ranchi, Jharkhand-834002
(iii).	Due date of Submission of RFP	02/07/2026	4:00 PM	
(iv).	Due date of opening of Technical Bid	03/07/2026	11:00 AM	
(v).	Opening of Financial Bid	13/07/2026	11:00 AM	

Sd/-

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

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## **1. Background:**

The Compensatory Afforestation Fund Management and Planning Authority (CAMPA) Jharkhand was constituted vide Notification No.- 3/Vanbhumi-21/2009-3363 dated 23.10.2009 of Govt. of Jharkhand with an objective of conservation, protection, regeneration and management of existing natural forests, wildlife and their habitat and raising site-specific compensatory afforestation, penal compensatory afforestation etc.

### **1.1. Brief history and past performance**

**Compensatory Afforestation:** As per Para 2.1 of the Guidelines issued under the Forest (Conservation) Act, 1980, Compensatory Afforestation is one of the most important conditions stipulated by the Central Government while approving proposals for diversion of forest land for non-forest uses. It is essential that for all such proposals, a comprehensive scheme for Compensatory Afforestation (CA) is formulated and submitted to the Government of India.

**Net Present Value:** In pursuance of the order of 29<sup>th</sup> Oct 2002 of Hon'ble Supreme Court in writ petition no 202/95 in addition to the funds realized for compensatory afforestation, the NPV of forest land diverted for non-forest activity is also to be recovered from the user agencies, for undertaking forest protection, other conservation measures and related activities.

### **1.2. Creation of CAMPA:**

#### **Directions of Hon'ble Supreme Court:**

- i. Supreme Court in its order in T.N. Godavarman Thirumulpad vs. Union of India and Others [Writ Petition (Civil) No. 202 of 1995], dated the 30th October, 2002, observed that a Compensatory Afforestation Fund be created in which all the monies received from the user agencies towards compensatory afforestation, additional compensatory afforestation, penal compensatory afforestation, net present value of the diverted forest land or catchment area treatment plan shall be deposited;
- ii. The Supreme Court directed that, besides artificial regeneration (Plantations), the Fund shall also be utilized for undertaking assisted natural regeneration, protection of forests, infrastructure development, wildlife protection and other related activities and implemented through the Compensatory Afforestation (CA) Fund to ensure effective and proper utilization of funds;

CA was to compensate for the loss of tangible as well as intangible benefits from the forest lands which were diverted for non-forest use. Such funds were to be used for Assisted Natural Regeneration (ANR), forest management, protection, infrastructure development, wildlife protection and management, supply of wood and other forest produce saving devices and other allied activities. The Court observed that the fund would not be part of general revenues of the Union, of the States or part of the Consolidated Fund of India.

MoEFCC, GoI notified the Compensatory Afforestation Management Funds Management and Planning Authority (CAMPA) in April, 2004 for the management of the compensatory afforestation fund.

- iii. The Supreme Court of India observed in May 2006, that CAMPA had still not become operational and ordered the constitution of an ad-hoc body (known as 'Ad-hoc CAMPA'), till CAMPA became operational.

Central Government formulated guidelines dated the 2nd July, 2009 on the subject of State Authority for utilization of funds lying with the Ad-hoc Authority.

Government of Jharkhand vide its Notification No.3/Vanbhumi 21/2009-3363 dated 23<sup>rd</sup> October, 2009 constituted Jharkhand CAMPA in pursuance to the directive of Govt. of India, Ministry of Environment & Forests vide its D.O. No. 5-1/2009-FC, dated 21<sup>st</sup> July, 2009. Further, the Government of Jharkhand vide its Notification No. 1879 dated 29<sup>th</sup> April, 2013 created a full-fledged CAMPA wing under the charge of APCCF, CAMPA for effective implementation and monitoring of CAMPA Scheme in the State.

### **1.3. Objectives of CAMPA:**

CAMPA is intended as an instrument to accelerate activities for preservation of natural forests, management of wildlife, infrastructure development in forests and other allied works. The monies collected from user agencies towards compensatory afforestation, additional compensatory afforestation, penal compensatory afforestation, Net Present Value (NPV) and all other amounts recovered from such agencies under the Forest (Conservation) Act, 1980 is to be utilized for undertaking compensatory afforestation, assisted natural regeneration, conservation and protection of forests, infrastructure development, wildlife conservation and forest protection.

Broad objectives of CAMPA are as under:

- (a) Compensatory Afforestation/ Penal Compensatory Afforestation/ Compliance of other conditions stipulated while according approval for diversion of forest areas in the State;
- (b) Conservation, protection, regeneration and management of existing natural forests;
- (c) Biodiversity conservation and management of Protected Areas and wildlife habitats.
- (d) Monitoring and evaluation of the works undertaken under the CAMPA;
- (e) Awareness generation, promoting activities & study tours on conservation methods & best practices.

The State CAMPA formulates Annual Plan of Operation (APOs) every year to carry out its operations in the forestry sector. The activities of CAMPA include compensatory afforestation, plantations under Net Present Value scheme, maintenance of permanent nurseries, forest protection, natural forest management, biodiversity conservation, wildlife management, research, capacity building, strengthening and development of infrastructure for forest protection and management, information technology and communication, forest research, working plan works, awareness generation, and other allied activities etc.

The details of the physical interventions, financial achievement and list of forest divisions are given in the Annexures of the RFP document.

## **2. Terms of Reference:**

### **2.1. Objective of the Proposal:**

Afforestation and several other forestry related works are being carried out by Jharkhand CAMPA under compensatory afforestation and other schemes in 49 Forest Divisions/establishment distributed in all 24 districts of Jharkhand (detailed list of year-wise works undertaken is attached as annexure-A).

Under CAMPA, several activities have been taken up for compensatory afforestation, preservation & development of natural forests, afforestation of degraded forest areas, forest protection, management of wildlife, capacity building, research & development, infrastructure development and other allied activities from 2010-11 till now. There is a need to evaluate these activities and based on the learning, plan the way forward.

The third party engaged for this purpose will evaluate the CAMPA works undertaken as per Annual Plan of Operations (APO) of 2025-26 and 2026-27.

## **2.2. Scope of Work:**

The third-party agency will carry out the following activities:

- Evaluation of implemented interventions under CAMPA APO of 2025-26 and 2026-27. This evaluation includes the concurrent evaluation of the year 2026-27. The main components are:
  - Compensatory Afforestation works, NPV plantations, Artificial Regeneration, Assisted Natural Regeneration, Silvicultural Operations of forests, etc.
  - Soil & Moisture Conservation, Forest Protection activities, maintenance of Permanent Nurseries
  - Biodiversity and Wildlife Management, Man-animal Conflict Reduction; construction of Water Holes, strengthening of infrastructure for wildlife protection.
  - Work Under IWMP (integrated Wild Life Management Plan)
  - Work under CAT Plan (Catchment Area Treatment Plan)
  - Infrastructure development
  - Strengthening of forest road (includes construction and repair of causeway/culverts on forest road);
- Any other works undertaken under CAMPA fund in these years but not specified above.
- Impact of CAMPA plantations on soil organic carbon.

Parameters are as below:

- Evaluation should be undertaken by considering 10% sampling size; sampling intensity might vary with the type of work being undertaken.
- Collect the data required from concerned Forests, Range Office, DFO, CF and RCCFs.
- Visit all concerned forest areas to verify and record.
- Interview concerned officials, like Forest Range Officer, DFO, CF and RCCFs or any other officer of forest department as per requirement of the concerned area.
- The third-party agency will bear the cost of logistics and transportation-conveyance during the monitoring work and any type of transportation in Jharkhand
- Prepare and submit periodical reports
- To carry out impact evaluation of works implemented by State CAMPA as against the sustainable development indicators (as per SDG applicable to the sector), livelihood promotion, forest conservation, soil moisture conservation, water conservation and enhancing climate resilience of the community and/or ecosystem, ecosystem services.
- To assist field functionaries and State CAMPA for development of database of State CAMPA.

- At least three photographs from different angles / views per site along with geo-coordinates and date should be included in the draft reports and also submitted in soft copy.
- Store information collected from the field in the form of database, take necessary steps for maintaining quality and reliability of the data captured.
- Incorporate and revise the report based on comments received on draft report.
- Complete all activities in the assignment within the time period as per Agreement.

## **2.3. Methodology:**

### **2.3.1. Collection of field data:**

The primary and secondary data will be collected for the evaluation of target plantations under CAMPA. The primary data will be collected from field by evaluation team with the help of officials of forest department. The primary data will be recorded in prepared questionnaire and from field observation in selected sites. The secondary data will be collected in the form of various records like plantation journal, site map, estimate etc. from the forest offices of various levels as per requirement. The Agency team will hold an inception meeting with the representatives of the Forest department, and would present its methodology, schedule of activities etc. It will also take suggestions from the local field officials of Forest Department and modify the methodology, sampling methods and the activities. This will be reflected in the first inception report also.

- The primary and secondary data will be collected. The primary data will be collected from the sites after detailed discussion and taking inputs from the officials of forest departments. The secondary data will be collected from the various records as well as from the forest officers/officials of the respective forest divisions. The data so obtained are to be tabulated, triangulated and submitted to CAMPA office.
- The required questionnaires will be prepared by the experts for data collection and will be tested in the field. The data may also be collected from field observation in selected places. The questionnaires will be prepared after discussion with field officers up to RCCF level.
- Data will be collected by a team consisting of experts from different disciplines. The collected data will be compiled, tabulated and will be then analyzed for the preparation of the final report.
- Wherever Focused Group Discussion or key informant interviews are conducted for example in JFM sites or other areas, at least 10 households may be interviewed. In addition, at least 2 key informant per Forest Division may be interviewed. A format be prepared for that and record be prepared with signature of all concerned.

### **2.3.2. Sampling strategy:**

Standard sampling strategy will be followed for monitoring and evaluation of plantations. SMC and other works will also be evaluated based on appropriate methodology. The parameters of stratification for stratified random sampling should be finalized during inception meeting.

- Selection of strata would be done in a manner to represent the sub-administrative as well as geographic distribution of works.
- For linear plantations sites to be selected from 10% of the total length of plantation in each forest division
- For non-plantation works, 50% sample to be considered.

Following method will be used for sampling:

#### **2.3.2.1. Sites to be sampled and sampling intensity:**

The Forest Division would be considered as a study unit. Wherever required, a Forest Circle will be taken up as per the nature of scheme. The plantation sites will be selected on the basis of stratified random sampling from each Forest Division. The number of sites so selected should not be less than 30% of the total sites of the particular individual Forest Division.

#### **2.3.2.2. Field enumeration:**

Depending upon the area and pattern (i.e. block plantation, linear plantation etc) of plantation, following strategy will be used for field enumeration:

##### **I. Block Plantation:**

- a. **Complete enumeration:** Whole plantation will be assessed, if the total plantation area of a plantation site is less than or equal to 1.0 ha.
- b. **Partial enumeration:** Partial enumeration method will be adopted if total plantation area of a plantation site is more than 1.0ha. Ten percent (10%) of the plantation of each plantation site will be covered.

##### **II. Linear Plantations:**

In linear plantation sites, 10% of the total length of plantation will be sampled randomly. However, whole plantation may be taken if the number of plants is very less.

##### **III. Other Plantations:**

Appropriate sampling strategy will be adopted for plantations other than block or linear plantations depending upon the area and number of plants.

#### **2.3.3. Assessing the survival:**

In multi-row block plantations, any row will be selected as initial or starting row for counting and then every 10th row will be selected. In these rows all the plants will be counted till the end of the row, either dead or surviving, for calculation of survival percentage. All the plants of every 10th row will be enumerated. The survival percentage of the plantation can be calculated as the percentage of surviving plants compared to the total plants enumerated. For the purpose of reporting, the survival percent will be weighted by net area planted in the same model. Site wise, division wise and state wise survival percentage will be calculated in the same model.

#### **2.3.4. Assessing the health of plantations:**

The health of a plantation is generally expressed in terms of growth parameters of the plants. For this purpose, plant height and plant girth will be measured. This will be done at 1% sampling. In all the rows selected for survival, one start plant will be selected for height and girth measurement at collar (50 cm above the ground level for up to 3-year-old plantation and 100 cm above ground level for up to 5-year-old plantation and for plantations older than 5 years, diameter at breast height will be taken). Thereafter, every 10th plant

will be selected for further recording of height and girth. For example, if the first plant in a row is selected to measure health parameters, the next plant in this row will be 11<sup>th</sup>, 21<sup>st</sup>, 31<sup>st</sup> and so on will be selected to measure health parameters. The start plant for growth measurement will be changed in the 12th row by using a random number between 01 to 10. The growth parameters of the plantation namely plantation height and plantation girth will be averaged from the total plants for which these two parameters were measured.

## **2.4. Evaluation Formats for different works under CAMPA:**

### **(A). Plantation Evaluation (Block / Linear / Gabion)**

Formats for the plantation evaluation are as detailed below:

#### **1. Plantation under which Scheme-CA/PCA/NPV/CAT Plan/WMP:**

- (a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.
- (b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.
- (c) In case of integrated wildlife management plan-Details of FC Act proposal
- (d) In case of Catchment area treatment plan-Details of FC Act Proposal.

#### **2. General Information**

- (a) Division:
- (b) Range:
- (c) Beat/Sub-Beat:

#### **3. Information of the plantation site**

- (a) Name of the site
- (b) Legal status of the site (Forest land/Non-Forest Land)
- (c) Year of Plantation
- (d) Type of Plantation: Block (area in ha) / Linear (km) / Linear (Gabion)
- (e) Expenditure incurred: –  
(DFO to provide the information sheet reflecting the cost estimate and year- wise expenditure on different items of operation including soil & moisture conservation work to the Evaluation team)

#### **4. Plantation journal**

- (a) Properly maintained:
- (b) Partly maintained:
- (c) Not maintained:

#### **5. Map of the Planting site:**

- (a) Prepared
- (b) Not prepared:  
(Signed copies of the traced map and other relevant documents are to be handed over to the evaluation team by the concerned Range Officer)

**6. Area of the Plantation**

(a) Gross area (ha) / Linear (km/gabion) of the plantation:

(b) Net area planted:

(c) No. of pillars:

(d) Whether the area of the plantation is fully covered:

(Area of the Plantation calculated from the map on graph sheet/GIS application to be enclosed)

**7. Species-wise seedling planted:**

S.N.	Species	Number of seedlings planted	Number of surviving plants	Survival %	Average dbh (cm) of all sample plots	Average height (cm) of all sample plots

(a) Total no. of seedling planted:

(b) Spacing adopted:

**8. Survival percentage**

(a) Average height growth of the species:

(b) Name of the species

(c) Min. height (in cm)

(d) Max. height (in cm)

(e) Avg. height (in cm)

(f) Avg. dbh (in cm)

**9. Fencing status:**

(a) Fencing as per estimate and actual implementation

S.N.	Trench fencing (m)	Stone wall fencing (m)	Barbed wire fencing (m)	Hedge fencing (m)
	As per estimate:	As per estimate:	As per estimate:	As per estimate:
	Actual:	Actual:	Actual:	Actual:

(a) Average top width of trench fencing/stone fencing

(b) Average depth of trench fencing/stone fencing

(c) Average bottom width of trench fencing/stone fencing

**10. Soil and moisture Conservation (SMC) works:**

10% sampling of all SMC works is to be done in all the Divisions wherever this work has been undertaken. Evaluation should cover the following aspects:

Check Dam or any other structure			
Check Dam or any other structure Id/No.	Size (width x depth x length) as per records	Actual size (width x depth x length)	% variation (+/-)

- a) Number per ha
- b) Extent of siltation
- c) Extent of stabilization of gullies
- d) Status of water level (information through interaction with officials and local people)
- e) Comparative assessment of the vegetation cover in the particular area

Any other observation

**11. Status of weeds/grass in the plantation site with respect to fire hazard perspective:**

**12. Entry point activities (EPA):**

(a) EPA activities taken up:

(b) Norm and expenditure:

(To be provided by the DFO to the evaluation team)

**13. General observation**

(c) Suitability of the site for plantation:

(d) Site specific right choice of the species:

(e) Reason for high/low survival percentage:

(f) Others if any-

**14. Other work done as per estimate of the site:**

**15. GPS Co-ordinate of the site:**

**16. Whether uploaded on e-Green watch or not:**

**17. Outcome of the activities:**

**18. Ecosystem services rendered due to these activities:**

**Signature with designation of the Field Officer**

**Name and signature of Field Evaluator**

**AREA ASSESSMENT OF THE PLANTATION SITE**

1. Name of the plantation site:
2. Area in ha.:
3. Number of plantation pillars and plantation perimeter should be covered by GPS for ascertaining the correctness of the area

**OBSERVATION STATUS OF THE PLANTATION SITE**

1. Name of the plantation site:
2. Area in ha.:
3. Number of plantation pillars and plantation perimeter should be covered by GPS for ascertaining the correctness of the area

**MEASUREMENT SHEET FOR PLANTATION HEALTH (Site Wise)**

(Note: Separate sheet to be provided for each site of enumeration)

1. Name of Forest Division:
2. Name of Range:
3. Name of Plantation Site
4. Area (ha) (block plantation) Or Length (km) (Linear Plantation) Or No./Gabion (other type of Plantations):
5. Spacing adopted:
6. GPS co-ordinates:
7. Uploaded on e-green watch or not:

Plantation Sector, if any (in block Plantation) Or Total Length in linear plantation	Row No. (in Block Plantation and multi-row linear plantation)	Plant No.	Species	dbh (cm)	Height (cm)	Remarks

**Signature of Local Forest Staff  
(Authorized by DFO)**

**Signature of Evaluators**

**INFORMATION ON SURVIVAL PERCENTAGE (SITE WISE)**

1. Name of Forest Division:
2. Name of Range:
3. Name of Plantation Site
4. Area in ha (in block plantation) Or  
Length in km (in Linear Plantation) Or  
Number/Gabion in other type of Plantations:
5. Spacing adopted:
6. GPS co-ordinates:
7. Uploaded on e-greenwatch or not:

Plantation Sector, if any (in block Plantation) Or Total Length in linear plantation	Row No. (in Block Plantation and multi-row linear plantation)	No. of Plants Planted	No. of Plants Present/Survived	

**Signature of Local Forest Staff (Authorized by DFO)**

**Signature of Evaluators**





**(B). Soil and Moisture Conservation (SMC) works**

10% sampling of all SMC works is to be done in all the Divisions wherever this work has been undertaken. Evaluation should cover the following aspects:

Check Dam or any other structure				
Check Dam or any other structure Id/No.	Size (width x depth x length) as per records	Actual size (width x depth x length)	% variation (+/-)	GPS Co-ordinate

1. SMC under which head: CA/PCA/NPV/IWMP
  - a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.
  - b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.
  - c) In case of integrated wildlife management plan-Details of FC Act proposal
  - d) In case of catchment area treatment plan-Details of FC Act Proposal.
2. Number per ha
3. Extent of siltation
4. Extent of stabilization of gullies
5. Status of water level (information through interaction with officials and local people)
6. Comparative assessment of the vegetation cover in the particular area
7. Any other observation
8. Outcome.
9. Whether uploaded in e-Green watch or not
10. Help in regenerations of forest

**(C). Silvicultural Operations**

10% sampling is to be done in each Division. Sample plot size is to be 1 ha. Evaluation should cover the following aspects:

1. Name of Head CA/PCA/NPV
  - (a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.
  - (b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.
  - (c) In case of integrated wildlife management plan-Details of FC Act proposal.
  - (d) In case of catchment area treatment plan-Details of FC Act Proposal
2. Status of natural regeneration
3. No. of coppice shoots come up in the area, and their average height & girth
4. Record verification (map, measurement book etc.)
5. Present crown density
6. Any other observation
7. Sample plot for study has been made or not.
8. Status of uploading in e-Green watch
9. Outcome.

**(D). Maintenance of permanent nurseries/Hitech nurseries**

One permanent nursery in each Division to be evaluated. In case of number is 4 or more than two nurseries should be evaluated and should comprise of

1. Infrastructure in the nursery and its status
2. Number of species and species-wise detail
3. Source and quality of the seeds
4. Number of seedlings as per species
5. Nursery register maintained or not
6. Uploaded on e-Green watch portal or not
7. Details of use of plants raised in nursery.
8. Revenue statement.
9. GPS coordinates.

**(E). Distribution of Seedlings (10% sampling)**

1. Maintenance of distribution register

**(F). Infrastructure development related works**

10% of the sample size to be considered.

**Buildings**

1. Types of building
2. Extent of finishing
3. Present condition
4. GPS details
5. Recommendation, if any
6. e-Green watch Portal (whether uploaded or not)
7. Use of building

**Roads, Causeway, Culvert**

1. Type of construction
2. Present condition of the road/causeway/culvert
3. GPS details
4. Recommendation, if any
5. Whether uploaded on e-Green watch portal or not
6. Extent of use

**Construction of check dams or WHC**

1. Name of Head CA/NPV
  - (a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.
  - (b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.
  - (c) In case of integrated wildlife management plan-Details of FC Act proposal.
  - (d) In case of catchment area treatment plan. Details of FC Act Proposal.
2. Present position
3. Present water level
4. Usage by people/wildlife/help in regeneration of forests
5. Extent of recharge of ground water
6. GPS details
7. Recommendation, if any

8. Whether uploaded on e-Green watch portal or not

#### **Watch Tower**

1. Name of Head CA/NPV

(a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.

(b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.

(c) In case of integrated wildlife management plan-Details of FC Act proposal.

(d) In case of catchment area treatment plan-Details of FC Act proposal IWMP, CAT Plan etc.

2. Present condition

3. GPS details

4. Recommendation if any

5. Whether uploaded on e-Green watch portal or not.

#### **(G). Wildlife Management: (Integrated wildlife management Plan)**

A. Name of Head, Project Details.

B. Approval by PCCF wildlife

I. Anti-depredation activities

1) Status of man-animal conflict

2) Methodology for the anti-depredation measures

3) Mitigation measures adopted and its impact

4) Extent of involvement of villages in anti-depredation activities

5) Works related to wildlife habitat improvement.

6) Expected impact of such work

7) Status on e-Green watch Portal

8) Map of IWMP area are prepared or not.

II. Use of Patrolling parties

1) Effectiveness of patrolling system and recommendation

#### **(H). CAT Plan. -**

1. Name of Head CA/NPV

(a) In case of CA/PCA name and details of proposal submitted under FC Act, in whose compliance it has been done.

(b) In case of NPV under what category it has been done e.g. Block Plantation, silviculture, linear etc.

(c) In case of integrated wildlife management plan-Details of FC Act proposal.

(d) In case of catchment area treatment plan-Details of FC Act proposal IWMP, CAT Plan etc.

2. Name of projects

3. Works undertaken in CAT Plan and output

4. Types of land treated

5. Impact of treatment.

#### **(I). Wildlife Habitat Improvement work (NPV)**

1) Wildlife Habitat improvement work Biodiversity Conservation and Anti depredation work under NPV

2) Details of Activities carried out

3) Their enumeration, output as per APO and outcome.

#### **2.5. Details of the Activities to be evaluated:**

A list of activities undertaken under CAMPA in different APOs is provided as Annexures in the RFP document. Although efforts have been taken to include as much details as possible, this list may not be exhaustive. A few more additional activities therefore need to be taken up by the Service Provider during the course of evaluation.

## 2.6. Development of reports:

The Agency will be responsible for development of detailed evaluation report. The evaluation report should comprise of:

1. Finding/outcome of Range wise evaluation.
2. Findings/outcome of Forest Region-wise evaluation the evaluation report of Forest Divisions to be clubbed to form Region-wise evaluation report.
3. State level evaluation report will comprise of cumulative findings/study outcomes of the evaluation of the entire State.
4. In addition to the finding of the evaluation study, the final combined report should briefly outline the impact of the interventions of CAMPA works on addressing the sustainable development indicators (SDG indicators), enhancing climate resilience, restoring soil moisture conservation, revised NDC target etc.

In addition to the aforesaid reports, the selected Agency would submit monthly progress report and quarterly progress report.

## 2.7. Quantitative analysis:

A score-based matrix will be developed by the service provider in consultation with the client to rate and mark the works undertaken and a consolidated value will be arrived at the level of Range/Division/Region.

## 2.8. Deliverables:

S.N.	Deliverable	Timeline
1	Inception report	1 month from the issue of contract
2	Mid-term report	3 months from the issue of contract
3	Draft Report	5 months from the issue of contract
4	Final Report	6 months from the issue of contract

### **Note:**

1. The Inception Report covering brief methodology, team structure and tools/schedules/questionnaire should be prepared after thorough assessment of the ground conditions through preliminary visit of the jointly identified forest site of at least 3 Forest Regions of Jharkhand. The Inception Report needs to be presented before the client for finalizing the methodologies and tools. The Inception Report shall be presented by the team leader accompanied by the key experts proposed for the study.
2. The service provider will arrange their logistics and Conveyance of their own.
3. Submit 2 hard copies and soft copy of the Draft Report along with presentation of the draft report by the team leader.
4. Submit 5 hard copies and a soft copy of the Final Report.
5. Signed copy of the questionnaire/tools/schedules.
6. GPS Co-ordinate enabled photographs of the sites where field visits have been undertaken by the team.
7. The service provider will employ teams in three forest regions at a time.

### 3. Instruction to Service Providers and Datasheet:

#### A. General Provision

1.	<b>Definition</b>	(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 Clients country and state, as they may be issued and in force from time to time.
		(c). “Client” means the Entity responsible for implementation of the project and that signs the Contract for the Services with the Service Provider.
		(d). “Service Provider” means a legally-established entity that may provide or provides the Services to the Client under the Contract.
		(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” 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.	<b>Introduction</b>	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
3.	<b>Conflict of Interest</b>	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>B. Preparation of Proposal</b>		
4.	<b>General Considerations</b>	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.	<b>Cost of Preparation of Proposal</b>	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.	<b>Language</b>	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.	<b>Only One Proposal</b>	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.
8.	<b>Proposal Validity</b>	8.1. The period of the validity of the proposal will be 6 months from the date of signing of Contract.
9.	<b>Amendment of RFP</b>	9.1. At any time before the proposal submission deadline, the Client may amend the RFP by standard electronic means.
		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.
		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.
10.	<b>Technical Proposal Format and Content</b>	<b>10.1.</b> The Technical Proposal shall not include any financial Information. A Technical Proposal containing material. Financial Information shall be declared non-responsive.
11.	<b>Financial Proposal &amp; Taxes</b>	<b>11.1.</b> The Financial Proposal shall be prepared using the Standard Forms provided in the RFP.
		<b>11.2.</b> The Service Provider will be responsible for meeting all tax Liabilities arising out of the Contract unless stated otherwise.

**C. Submission, Opening and Evaluation**

12.	<b>Submission, Sealing and Marking of Proposals</b>	<b>12.1.</b> 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. The proposer shall also submit one soft copy of the technical proposal in DVD / USB drive.
		<b>12.2.</b> An authorized representative of the Service Provider shall sign the original submission letters in the required format for the Pre-qualification, Technical and, the Financial proposals and shall mark initials on all pages.
		<b>12.3.</b> Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
		<b>12.4.</b> The <b>Pre-qualification Proposal</b> (both hard copy and soft copy) shall be placed inside a sealed envelope clearly marked “PRE-QUALIFICATION PROPOSAL”, “[Name of the Assignment] “, reference number, name and address of the Service Provider.
		<b>12.5.</b> The <b>Technical Proposal</b> (both hard copy and soft copy) shall be placed inside a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment] “, reference number, name and address of the Service Provider.
		<b>12.6.</b> Similarly, the <b>Financial Proposal</b> 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.
		<b>12.7.</b> The sealed envelopes containing the Pre-qualification, 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.
		<b>12.8.</b> If the envelopes and packages with the Proposal are not sealed and

		<p>marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p><b>12.9.</b> 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.</p>
<b>13.</b>	<b>Confidentiality</b>	<p><b>13.1.</b> 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.</p> <p><b>13.2.</b> 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.</p> <p><b>13.3.</b> 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.</p>
<b>14.</b>	<b>Opening of Technical Proposals</b>	<p><b>14.1.</b> The Client's Procurement 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.</p>
<b>15.</b>	<b>Evaluation of Technical Proposals</b>	<p><b>15.1.</b> The Client's Procurement 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.</p>
<b>16.</b>	<b>Opening of Financial Proposals (For QCBS methods)</b>	<p><b>16.1.</b> The Client shall intimate the date, time and location for the opening of the Financial Proposals.</p> <p><b>16.2.</b> The Financial Proposals shall be opened by the Client's Procurement 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 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.	<b>Correction of Errors</b>	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.	<b>Quality- and Cost-Based Selection(QCBS)</b>	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.

#### D. Datasheet

#### A. General

- |    |  |
|----|--|
| 1. | <p>Project: Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand<br/> Project Executing Entity: Department of Forest, Environment and Climate Change, Govt. of Jharkhand, Ranchi<br/> Period of engagement – 01 year.</p> |
| 2. | Financial Proposal to be submitted together with Technical Proposal: Yes   |
| 3. | <p>A pre-bid meeting will be held: Yes<br/> <b>Date of pre-bid meeting: 18/06/2026</b><br/> <b>Time: 11:00 AM</b><br/> <b>Venue: Office of APCCF Development, Van Bhawan, Doranda, Ranchi, Jharkhand-834002</b></p>  |

#### B. Preparation of Proposal

- |    |   |
|----|---|
| 4. | <p>This RFP has been issued in the English language. The RFP can be downloaded from the website: <a href="http://www.forest.jharkhand.gov.in">www.forest.jharkhand.gov.in</a>. 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><b>1<sup>st</sup> inner envelope with Pre-qualification</b></p> <ul style="list-style-type: none"> <li>- together with originals/ copies of documents required to be submitted</li> </ul> <p><b>2<sup>nd</sup> inner envelope with Technical Proposal</b></p> <ul style="list-style-type: none"> <li>(1) Technical Proposal including technical proposal submission Form (both as hard copy and in soft copy either in DVD/ USB drive. The soft copy should be non-protected)</li> <li>(2) Reference documents duly signed and stamped</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>3<sup>rd</sup> inner envelope with Financial Proposal</b></p> <ul style="list-style-type: none"> <li>(1) FIN-1 and FIN-2</li> </ul> <p><b>Completeness of bid offer</b></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 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 6 months after the proposal submission deadline.

7. 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. 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.

### **C. Submission, Opening and Evaluation**

8. **Earnest Money Deposit (EMD)**

The service provider must furnish, as a part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs 2.00 lakh (Rupee two lakh only) in form of DD from any scheduled commercial bank drawn in favor of Additional PCCF, CAMPA, Jharkhand, payable at Ranchi. The EMD of unsuccessful bidder shall be refunded after finalization 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 also be released if the bid is cancelled or bid validity is extended by the client and not accepted by the bidder. The EMD will be forfeited on account of the following reasons:

- 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 contract & commence the work within stipulated timeline.
- d) If the selected bidder fails to submit the performance bank guarantee.

9. The Service Provider must submit:

- (a) Pre-qualification proposal: The Bidder shall submit pre-qualification proposal (together with originals/ copies of documents required to be submitted in pursuant to this RFP)
- (b) Technical Proposal: The Bidder shall submit technical proposal (together with originals/ copies of documents required to be submitted in pursuant to this RFP). The technical proposal will be opened only if the bidder fulfills pre-qualification criteria.
- (c) Financial Proposal:

In case the financial proposal is not submitted separately or is not properly sealed (as observed

during the opening of proposal) is liable to rejection. The financial proposal will be opened only on receipt of **following documents to be submitted along with technical proposal;**

- 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 i.e. 2022-23, 2023-24 and 2024-25.

Organization may submit Copy of Financial Statement (Balance Sheet and Profit and Loss Statement), CA certified turnover statement in place of IT return.

- e) Power of attorney/letter of authorization from the firm in favor of the person signing the bid on behalf of the service provider
- f) RFP Acceptance Letter: Declaration that the bidder has accepted all the conditions stipulated under the RFP including the contract document.
- g) Copy of contract/completion certificate of the assignments duly signed and stamped, which are proposed to justify the eligibility of the service provider
- h) Undertaking in the official letterhead duly signed by the authorized representative for not having been blacklisted by any Central/State Government/Any autonomous bodies/International and National Organization on the date of submission of bid.

Note: All Documents submitted above should be duly signed and stamped.

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 "Selection of Agency for Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand" for year 2025-26 and 2026-27. Electronic submission of proposal is not allowed.

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.

**10.** Proposal Submission Deadline:

The Proposals must be submitted no later than: Date: 02/07/2026

Time: 4:00PM.

Any proposal received beyond the aforesaid deadline (date and time) will be rejected.

Date and time of opening of Pre-qualification and Technical Proposal: Date: 03/07/2026

Time: 11:00 AM

**11.** Presentation: 03/07/2026

Opening of financial proposal: 13/07/2026

**12.** The Proposal submission address is:

Additional Principal Chief Conservator of Forest, CAMPA, Jharkhand

Van Bhawan, Doranda, Ranchi, Jharkhand- 834002.

**D. Pre-proposal queries, pre-bid meeting, corrigendum**

**13.** The prospective bidder, requiring any clarification on tender may contact Additional Principal Chief Conservator of Forest CAMPA and seek required clarification. The bidder will have to ensure that their queries should reach through e-mail: - apccf-campa@gov.in on or before the date of the pre-bid meeting through the e-mail of only authorized representative of the bidder. It should be clearly mentioned in the subject of e-mail that mail is for seeking clarification on RFP.

The queries should necessarily be submitted in the following format:

Section/Page No	Content of tender requiring clarification	Change/Clarification requested

The bidders shall be responsible for ensuring that the queries have been received by Additional Principal Chief Conservator of Forest CAMPA, Jharkhand. Any requests for clarifications after the indicated date and time shall not be entertained

The purpose of query clarification is to provide the bidders with information regarding the tender, project requirements, and opportunity to seek clarification regarding any aspect of the tender and the project. However, Additional Principal Chief Conservator of Forest CAMPA, Jharkhand reserves the right to hold or re-schedule the process.

No relaxation or exemption shall be provided to the bidder on any term or condition of the tender for reasons of non-receipt of any clarification.

**14.** Additional Principal Chief Conservator of Forest CAMPA, Jharkhand will endeavor to provide timely response to the queries by uploading in the website. However, he makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the bidders.

At any time prior to the last date for the receipt of proposals, Additional Principal Chief Conservator of Forest CAMPA, Jharkhand may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by a corrigendum.

**The corrigendum, if any, and clarifications to the queries from all the bidders will be uploaded on the website [www.forest.jharkhand.gov.in](http://www.forest.jharkhand.gov.in). Any such corrigendum shall be deemed to have been incorporated into this RFP.**

## 12. Criteria for Essential/Minimum Eligibility:

S.N.	Minimum Requirement	Description	Documents Required
1.	The organization should be a legal entity and should be in business for more than 10 years.	<p>a) Eligible entity <b>Should be a single legal entity</b> registered in India (i) registered under the Companies Act (ii) agency registered under the relevant and prevailing law relating to partnership in India (iii) agency registered under the Indian Trusts Act, Societies Registration Act, 1860, (iv) UGC recognized University or (v) Reputed Government Institutions Agency/Firm</p> <p><b>Note: Bidding in consortium is not allowed</b></p> <p>b) Continuously in operation for the last 10 years as on 31<sup>st</sup> March 2026.</p>	Certificate of incorporation/Registration Certificate-GST registration-PAN Number of the Agency
2.	Experience	<p>(a) Organization should have experience of carrying out minimum of 2 numbers of Third-Party Evaluation works with consulting fees of more than Rs 20.00 lakhs (Rupees Twenty Lakhs only) each.</p> <p>(b) Organization should have carried out Third party evaluation of forestry related activities.</p> <p>(c) Organization should have carried out third party evaluation for state/central government agencies/departments</p>	Copy of Work order/Contract with detailed scope of work enlisting the requirement under (b) and (c) and value of contract duly attested by the Signatory authority (The work order without details of the scope of work will not be considered)
3.	Earnest Money Deposit (EMD)	The applicant should furnish, as part of its proposal, an Earnest Money Deposit EMD of Rs. 2.00 lakh (Rupees Two Lakhs only) in the form of Demand Draft in favor of APCCF, CAMPA, Jharkhand, Ranchi, and it should have validity of six months.	Demand Draft
4.	Bid Processing fee	Processing fee for Rs.5000/- shall be in the form of B.D in favor of APCCF, CAMPA, Jharkhand, Ranchi which is non-refundable be submitted along with proposal	
4.	Capacity	The Applicant Agency must have at least 30 full time professionals on its role as on 31st March 2026.	Certificate duly attested by the Director of the Company
5.	Human Resource	The team should possess required number of experts as specified in the RFP	CV of team members as proposed

6.	Turn Over (For Private Companies/ Agencies)	Should have an average turnover of Rs 2.50 Crores (Rupees Two crores fifty Lakhs) in three preceding years in case of Private companies/Agencies	Three Years balance sheet/ audited statement
7.	Blacklist	Should not have been blacklisted by any Department of Government of India or State Governments.	Undertaking
8.	<p>The detailed criteria for evaluation of specific experience of the Service Provider (as a firm) relevant to the Assignment are outlined in the RFP.</p> <p>The minimum technical score (St) required to qualify is: 60 Marks</p>		
9.	The financial proposal should be inclusive of direct and indirect tax levied on the contract's invoices.		
10.	<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:</p> <p><math>Sf = 100 \times Fm / F</math>, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration</p> <p><b>The weights given to Technical (T) and Financial (P) Proposals are: T=70% and P=30%</b></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: <math>S = St \times T + Sf \times P</math>.</p>		
<b>D. Performance Guarantee</b>			
11.	<p><b>Performance Bank Guarantee</b></p> <p>The successful bidder shall submit a Performance Guarantee for an amount equal to <b>5% of the value of the Contract</b> in the form of a Bank Guarantee. The performance Bank Guarantee should remain valid for a period of sixty 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 &amp; conditions of the contract.</p> <p>Model Performance Guarantee Form is provided in the Contract document.</p>		
12.	<p><b>Non-Transfer of Bid</b></p> <p>Neither the contract nor any rights granted under the contract may be sold, leased/sublet assigned, or</p>		

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.

**13. Corrupt and Fraudulent Practices**

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 recent 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 out rightly rejected and no correspondence on the same, shall be entertained. Further, EMD shall also be forfeited/ invoked.

**14. Letter of Award and Contract Agreement**

The Client will issue a Letter of Award (LoA) to the successful bidder 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. The contract agreement will be signed within two weeks of issue of LoA after submission of the Performance Security as failing which the Department reserves the right to take appropriate decision.

**15 Performance Assessment**

During the execution of the assignment, if any of the following problems are found, then a penalty of 2% of the Contract value for each fortnight delay in deliverables may be imposed by the client after providing opportunity to the hired agency to present its case:

- i. Quality of deliverable is not up to the mark (till the quality is improved to the required extent)
- ii. Delays in deliverables
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet the client's requirements
- vi. Inadequate interaction with the client department.

The work is either not complete or not completed satisfactorily within six months.

If the delay is beyond 2 months then the client may terminate the agreement and shall be free to get it done from other agency at the risk and costs of the hired agency. The client may blacklist the concerned agency and debar the agency for applying for its future assignments also.

The client would create suitable mechanism for evaluation of the work of the third party and assess the progress and achievement of third party against the deliverables specified in the RFP of the assignment.

#### 14. Manpower resource requirement:

S. N.	Position	Number	Educational Qualification and Experience	Job Description
1	Evaluation expert – cum – Team Leader	01	<p><b>Educational Qualification:</b> Master's/Doctoral degree in Finance/Forestry/ Science/Statistics/Management/Social Science</p> <p><b>Years of experience:</b> More than 20 years of professional experience</p> <p><b>Relevant Project Experience:</b> (a) Experience of M&amp;E projects (b) Experience of managing projects with state/central government (c) Experience of assignment relating to forestry. (d) Notable skill of data analysis, reporting/ documentation and presentation.</p>	<p>1. Responsible for overall project planning and management, finalization of evaluation framework in consultation with CAMPA and field offices.</p> <p>2. Develop relevant tools, provide technical inputs at various stages, coordination with experts, quality check and quality assurance of the deliverables and final submission of all deliverables.</p> <p>3. Periodic reporting before The Forest Department</p>
2	Statistics Expert	01	<p><b>Educational Qualification:</b> Master's degree in statistics/economics/ finance/ data science/computer science</p> <p><b>Years of experience:</b> More than 10 Years of professional experience</p> <p><b>Relevant Project Experience:</b> (a) knowledge of statistical modeling, data analysis etc (b) Experience of dealing projects of state/central government (c) Experience of working in the areas of rural development, social/community mobilization and forestry.</p>	<p>1. Responsible for development of relevant M&amp;E tools and framework for undertaking the study work.</p> <p>2. Design sampling, undertaking field visits and guide the field evaluators in undertaking field work.</p> <p>3. Consultation with the Divisional Forest Officers, Other Forest Officers at the field and the Headquarters.</p>
3	Forestry Expert	01	<p><b>Educational Qualification:</b> Master's/Doctoral degree in forestry</p> <p><b>Years of experience:</b> More than 10 years of professional experience</p> <p><b>Relevant Project Experience:</b></p>	<p>1. Supporting M&amp;E expert in development of relevant tools and framework for undertaking the work.</p> <p>2. Supporting MIS Expert in</p>

			(a) Notable experience of undertaking/managing forestry and wildlife related assignments (b) Justifiable experience of forestry and wild life related schemes and programmes implemented by state forest department's /MoEFCC (c) Experience of managing projects with state/central government	documenting in the activities undertaken. 3. Undertaking Field visits and guide the field evaluators in undertaking field work. 4. Consultation with Forest Officers and other stakeholders.
4	<b>Regional</b>	<b>06</b>	<b>Educational Qualification:</b> Graduate/Master's degree in science/forestry/relevant discipline <b>Relevant Project Experience:</b> Relevant experience of field evaluation	1. Field evaluation including on-field survey.

**Note:**

1. The Regional Coordinator to be supported by **Field Evaluators** to be engaged by the Agency.
2. All the experts and regional coordinator should have knowledge of speaking and reading Hindi scripts.
3. If at any point in time, it appears that a resource is not up to the mark, a replacement will be demanded in written and will need to be complied within 2 weeks.
4. The number of teams to be constituted for field works and number of persons to be engaged is to be decided by the Agency with a condition of presence of overall team comprising the above qualified members for overseeing the field and documentation works.

**15. Technical Evaluation Criteria:**

S.N.	Evaluation Criteria	Maximum Marks
<b>A</b>	Specific organizational experience of the bidder (as a firm)	30
<b>B</b>	Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (TORs)	30
<b>C</b>	Resource qualifications and competence for the assignment	20
<b>D</b>	Presentation on technical proposal by the proposed team leader of the bidding organization	20
	<b>Cumulative Score</b>	<b>100</b>

**Note: The minimum qualifying technical score (St): 60 Marks**

**A. Criteria for assessing organizational experience (Maximum marks: 30)**

S. N.	Evaluation Criteria	Maximum Marks (30)	Scoring Pattern	Marks
<b>Organization profile (Total Marks -5)</b>				
1	Year of experience	1	11-15 years	0.5
			More than 15 years	1
2	Regional Experience	2	No experience of working in Jharkhand	0
			1-5 projects	1
			More than 5 projects	2
3	Turnover across last five years	1	Rs. 3-5 crore	0.5
			> Rs. 5 crores	1
4	Experience of working with state and central govt.	1	No project	0
			1-5 projects	0.5
			> 6 projects	1
<b>Experience of Monitoring and Evaluation Related Assignments (25 marks)</b>				
1	Experience of M&E related assignment with number of projects.	10	1 to 3 projects	2
			4 to 6 projects	5
			7 to 10 projects	8
			More than 11 projects	10
2	Experience of M&E related assignments with number and contract value of projects.	5	2 numbers of M&E assignments with contract value of more than Rs. 10.00 Lakhs/assignment OR Single M&E assignment with contract value of more than Rs. 20.00 Lakhs /assignment	2
			3 numbers of M&E assignments with contract value of more than Rs. 10.00 Lakhs/assignment OR 2 numbers of M&E assignments with contract value of more than Rs. 15.00 lakh /assignment OR Single M&E assignment with contract value of more than Rs. 30 lakhs /assignment	3
			4 numbers of M&E assignments with contract value of more than Rs.10.00 lakh/assignment OR More than 2 number of M&E assignments with individual contract value of more than Rs. 20.00 lakh/assignment OR Single M&E assignment with contract value of more than Rs. 40.00 lakh/assignment	5
3	Experience of M&E assignments related to forestry and/or wild life sector	5	Single project	1
			2 projects	3
			3 or more projects	5
4	Experience of M&E assignments related to state govt programmes/ schemes specifically for state/ central govt. departments	5	Single project	1
			≥ 2 projects	2
			≥ 4 projects	3
			≥ 5 projects	4
			≥ 6 projects	5

**Note:**

1. Experience of organization will only be considered for organizational scoring section, individual or resource experience won't be accounted for the same.
2. Experience without supporting work order/contract will not be considered as a valid claim.
3. Contract/work order without proper reference of the value of contract wherever required and scope of work towards demonstrating the relevance will not be considered as a valid claim.

**B Adequacy and quality of the proposed methodology, and work plan in response to the Terms of Reference (TORs) (Maximum marks: 30)**

S.N.	Evaluation criteria	Maximum Marks (20)	Scoring Pattern	Marks
1	Approach and Methodology	25	Section A. Understanding of the project, project objective and secondary literature review	2.5
			Section B. Approach and Methodology for execution of task as outlined in the ToR, including resource mobilization, tools and software to used for the work.	20
			Envisaged risk and addressal methodology based on the bidder's experience of similar assignment.	2.5
2	Organization and Staffing structure	2.5	Detailed organizing staffing with brief outline of individual roles and responsibilities as against each staff/ resource / expert proposed. A separate table under organizational staffing should clearly indicate the number of field days for each of the resources.	2.5
3	Work plan	2.5	Detailed work plan in form of Gantt chart	2.5

**C. Resource qualifications and competence for the assignment (Maximum marks: 20)**

SN	Position	Max. Marks (20)	Scoring Pattern	Total Marks	Marks
1	Evaluation Expert-cum-Team Leader	5	Experience of $\geq 2$ M&E projects	3	1
			Experience of $\geq 4$ M&E projects		2
			Experience of $\geq 5$ M&E projects		3
			Experience of $\leq 2$ projects related to forestry and wildlife	2	1
			Experience of $\geq 3$ projects related to forestry and wildlife		2
2	Statistics Expert	5	Experience of $\geq 2$ and $\leq 5$ M&E projects	3	2
			Experience of $\geq 6$ M&E projects		3
			Experience of $\geq 1$ and $\leq 3$ M&E projects relating to forestry sector	2	1
			Experience of $\geq 4$ M&E projects relating to forestry sector		2
3	Forestry Expert	4	Cumulative experience of $\geq 3$ and $\leq 4$ assignments related to forestry / wildlife/ forestry	3	1
			Cumulative experience of $\geq 5$ assignments related to forestry/wildlife/ forestry		3
			Experience of working with state forest department's/MoEF & CC	1	1
4	Regional Coordinators	6 (1 mark each for each Regional Coordinator)	Cumulative experience of $\leq 2$ assignments related to forest- based survey / M&E survey	0.5	3
			Cumulative experience of $\geq 3$ assignments related to forest- based survey / M&E survey	1	6

**Note:**

1. CV should avoid unnecessary and non-relevant assignments for which no marks are assigned.
2. CV should not be more than 4-5 pages (in front size of not less than 11). Information in addition to 5 pages per CV will not be considered for evaluation.
3. CV should clearly indicate the proficiency of the team members in reading and speaking in Hindi.

**D. Technical Presentation (20 marks)**

Presentation on technical proposal by the proposed Team Leader of bidding organization.

# Standard Forms

## FORM 1 - Covering Letter for Hiring of Services of third party (on Bidder's letterhead)

Date:

Proposal Reference No.

To,

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

### **Sub: Proposal for 'Hiring of Third Party – CAMPA Evaluation'**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a Proposal for 'Hiring of Third Party – CAMPA Evaluation', in full conformity with the said RFP.
2. We / I have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this Proposal, consisting of this letter, the pre-qualification, Technical and Financial Proposal, the duly notarized written power of attorney (if applicable), and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. Until the formal final contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We / I hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We / I understand you are not bound to accept any proposal you receive.
7. We / I confirm that our authorized representative has signed all pages of this RFP as acceptance of all conditions of RFP. All documents attached by us in our Proposals have also been signed by our authorized representative as an attestation of their authenticity. The Financial proposal has been prepared separately as desired and duly signed.
8. The Letter of Authorization (if applicable) is also attached herewith.
9. We / I undertake to engage eligible experts/ resource persons as mentioned in the proposal.

Dated this *[date / month / year]*

Authorized Signatory (in full and initials):

Name and designation of signatory:

Duly authorized to sign this Proposal for and on behalf of *[name of bidder]*

Name and Address of Third party:

# FORM 2 - Pre-qualification Criteria

## Basic Information

Full name of organization-----  
Contact Person-----  
Full address-----  
District-----State-----Pin-----  
Telephone Nos.-----Fax no-----Email-----

## Pre-qualification Criteria

### 1. Registration status of organization (tick and attach copy)

- Society registered under Societies Registration Act, 1860, or respective State Act
- Trust registered under Indian Trusts Act, 1882, or respective State Act
- Company registered under Companies Act, 2013
- University incorporated under State or Central Act
- Autonomous body under central or state government
- UN organization
- Unregistered

Date of registration / establishment \_\_\_\_\_

**Attach Certificate of registration/Prof of registration.**

### 2. Provide annual turnover of organization and number of employees in the last three financial years.

Financial Year	Annual turnover	Total number of employees

**Note:** An employee means an individual employed for minimum 150 days on payment basis in a Financial Year. The term 'employee' excludes the following: CEO, Director, Chief functionary, Governing board member, volunteers / unpaid staff.

The third party will attach copies of report of audited accounts of latest Financial Year mentioned above, first page of pass book of bank account held in name of the organization, and bank account statement of one full previous month, i.e. 1<sup>st</sup> to 31<sup>st</sup> of one month prior to date of issuance of RFP.

a. If accounts audited, tick in the box

b. If organization has a bank account, tick in the box

3. The party will provide the following information in the table below:

S.N.	Information sought	Response
1.	Has any ministry/ department of Government of India/State Government blacklisted or placed the organization under funding restriction?	Yes / No
2.	Has the organization defaulted either in works or in financial progress in any of its works with any Government agency in last ten years or since inception, whichever is less?	Yes / No
3.	Has the CEO / Director / Members of the top management committee been convicted in any criminal case in any court of India?	Yes / No
4.	Tick the frequency of meeting, as per organizational rules, of the top-most governing / decision-making body	<input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Half-yearly <input type="radio"/> Yearly <input type="radio"/> Two-yearly <input type="radio"/> Three-yearly <input type="radio"/> No such rule exists Attach copy of minutes of all meetings of last one financial year
5.	Does the top-most governing / decision-making body of the organization approve the annual budget of the organization?	Yes / No
6.	Are some of the members in the top-most governing / decision-making body of the organization family members?  <b>Note:</b> -Family members include son, daughter, mother, father, husband, wife, son-in-law, and daughter-in-law	Yes / No
7.	Were all the employees of the organization in the last FY paid salaries through cheque / bank transfer?	Yes / No

**FORM 3 (TECH 1)**

**SERVICE PROVIDER'S ORGANIZATION AND EXPERIENCE**

**A. Service Provider's Organization**

1. Provide here a brief description of the background and details of the organization
2. Include organizational chart

**B. Service Provider's Experience**

1. List only previous similar assignments successfully completed in the last 10 years or more
2. List only those assignments for which the Service Provider's Organisation was legally contracted by the concerned Client as an organisation. Assignments completed by the Service Provider's individual experts working privately or through other organisation cannot be claimed as the relevant experience of the Service Provider, or that of the Service Providers partners or sub-contractor but can be claimed by the Experts themselves in their CVs. The Service Provider should be prepared to substantiate the claimed experience by presenting copies of relevant documents (Contract/completion report) and references along with the proposal, duly signed and stamped.

The service provider needs to provide a synopsis of the relevant projects successfully completed by the service providers in accordance to the table below:

S.N.	Assignment Name	Name of the client	Approx. value (in Rs)	Brief deliverable	Output

[Using the format below, provide information on each assignment for which your organization and each associate for this assignment, was legally contracted as an entity or as one of the organizations within an association, for carrying out services similar to the ones requested under this assignment. Max. 20 pages]

Assignment name:	Approx. value of the contract (in Rs)
Country: location within country:	Duration of assignment (months)
Name of Client:	Total No of staff-months of the assignment:
Address of the Client:	Approx. value of the services provided by your firm under the contract (in Rs)
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated service provider:
Name of associated firm, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

## FORM 4 (TECH-2)

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONSE TO THE TERMS OF REFERENCE

Form TECH-2: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training.

{Suggested structure

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

**Technical Approach and Methodology** {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.**}

**Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here}

**Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

**FORM 5 (TECH-3)**  
**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

No.	Deliverables	Months									
		1	2	3	4	5	6	7	...	8	Total
D-1											
D-n											

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.

The rows and columns are not fixed and can be increased or decreased based on the service provider discretion

**FORM 6 (TECH-4)**  
**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., Team Leader}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period Employing organization and your title/position, Contact information for references	Summary of activities performed relevant to the Assignment
--	--

**Membership in Professional Associations and Publications:** .....

**Language Skills (indicate only languages in which you can work):**.....

**Adequacy for the assignment**

<b>Detailed Tasks Assigned on Service Provider’s Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
---	--

{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}

**Expert’s contact information: (e-mail ....., phone.....)**

**Certification:** I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

		{day/month/year}
Name of Expert	Signature	Date
		{day/month/year}
Name of the authorised representative of the service provider	Signature	Date

## **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-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To

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 provide the project management service services for “Monitoring and Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand” in accordance with your Request for Proposals dated [Insert Date] and our Technical Proposal.

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 stipulated date.

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

We remain,  
Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service Provider (Organization’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

**FORM FIN-2 SUMMARY OF COSTS**

Item	Amount (in Rs.)
<b>1. Cost</b>	
<b>2. GST, etc.</b>	
<b>Total</b>	

Name and Title of Signatory:

Name of Service Provider (Organisation's name):

In the capacity of:

**6. Conditions of Contract and Contract Forms:**

**CONTRACT FOR SERVICES**

**Project Name: Third Party Evaluation of works undertaken under Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Jharkhand (For 2025-26 to 2026-27)**

**Contract No:**

**Between**

**Additional Principal Chief Conservator of Forest, CAMPA**

**And**

**Name and contact details of the service provider>**

**Dated:**

## I. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the [number] day of the month of [month], [year], between, on the one hand, [name of Client or Recipient] (hereinafter called the "Client") and, on the other hand, [Third Party Agency] (hereinafter called the "Service Provider").

WHEREAS

- a) the Client has requested the Service Provider to provide certain project facilitating services as defined in this Contract (hereinafter called the "Services");
- b) the Service Provider, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract
- (b) The Special Conditions of Contract;
- (c) Appendices:
- (d) RFP

**Appendix A:** Terms of Reference

**Appendix B:** Key Experts

**Appendix C:** Breakdown of Contract Price

**Appendix D:** Model Performance Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: The Special Conditions of Contract; the General Conditions of Contract, including Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Service Provider shall be as set forth in the Contract, in particular:
- (a) The Service Provider shall carry out the Services (as defined under Section 5: Terms of Reference of the RFP) in accordance with the provisions of the Contract; and
  - (b) The Client shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [Name of Client]-----

[Authorized Representative of the Client – name, title and

signature] For and on behalf of [Name of Service Provider]-----

[Authorized Representative of the Service Provider – name and signature]

Witness 1-----

[Name, Organisation, Designation and signature]

Witness 2-----

[Name, Organisation, Designation and signature]

## II. General Conditions of Contract

### A. General Provisions

1	Definitions	<p><b>1.1.</b> Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <p><b>(a)</b> “Applicable Law” means the laws and any other instruments having the force of law in the Clients country and state, as they may be issued and in force from time to time.</p> <p><b>(b)</b> “Client” means the implementing agency that signs the Contract for the Services with the Service Provider</p> <p><b>(c)</b> “Service Provider” means a legally established entity that may provide or provides the Services to the Client under the Contract</p> <p><b>(d)</b> “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 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC).</p> <p><b>(e)</b> “Day” means a calendar day</p> <p><b>(f)</b> “Effective Date” means the date on which this Contract comes into force and effect</p> <p><b>(g)</b> “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Service Providers.</p> <p><b>(h)</b> “GCC” means these General Conditions of Contract.</p> <p><b>(i)</b> “Government” means the State Govt. of Jharkhand.</p> <p><b>(j)</b> “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.</p> <p><b>(k)</b> “Party” means the Client or the Service Provider, as the case may be, and “Parties” means both of them.</p> <p><b>(l)</b> “Services” means the work to be performed by the Service Provider as detailed out in Terms of Reference of the RFP</p> <p><b>(m)</b> “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.</p>
2	Relationship between the Parties	<p><b>2.1.</b> Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Service Provider. The Service Provider, subject to this Contract, has complete charge of the Experts performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.</p>

3	Law Governing Contract	<b>3.1.</b> This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
4	Language	<b>4.1.</b> This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in English.
5	Change in Address of Communications	<b>5.1.</b> A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC
6	Location	<b>6.1.</b> The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the state of Jharkhand or elsewhere, as the Client may approve.
7	Authority of Member in Charge	<b>7.1.</b> The Service provider should authorize a single point contact for all purpose and should propose the name along with contact details to the client.
8	Authorized Representatives	<b>8.1.</b> Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Service Provider may be taken or executed by the officials specified in the SCC.
9	Corrupt and Fraudulent Practices	<b>9.1.</b> The Client requires the Service Provider to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

**B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

10	Effectiveness of Contract	10.1. This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Service Provider instructing the Service Provider to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.
11	Commencement of Services	11.1. The Service Provider shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
12	Expiration of Contract	12.1. Unless terminated earlier pursuant to Clause GCC 18 hereof, this Contract shall expire at the end of such time period after the completion of all deliverables by the service provider
13	Entire Agreement	13.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
14	Modifications or Variations	14.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
15	Force Majeure a. Definition	<p>15.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies and accepted as such by the Department of Forest, Environment &amp; Climate Change, Government of Jharkhand whose decision will be final.</p> <p>15.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.</p>

		<p>15.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.</p> <p>15.4. In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative obligation of the party affected by such majeure shall be treated as suspended during which majeure condition last.</p>
	b. No Breach of Contract	15.5. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
	c. Measures to be taken	<p>15.6. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p> <p>15.7. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>15.8. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>15.9. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider, upon instructions by the Client, shall either:</p> <p>(a) demobilize, in which case the Service provider shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or</p> <p>(b) continue with the Services to the extent reasonably possible, in which case the Service Provider shall continue to be paid under the terms of his Contract and be reimbursed for additional costs reasonably and necessarily incurred.</p> <p>15.10. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC.</p>

16	Suspension	16.1. The Client may, by written notice of suspension to the Service Provider, suspend all payments to the Service Provider hereunder if the Service Provider fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Service Provider to remedy such failure at the earliest and not later than thirty (30) calendar days after receipt by the Service Provider of such notice of suspension.
17	Penalty	17.1 In case the selected bidder is found in-breach of any condition of RFP/bid evaluation the EMD shall be forfeited/ invoked 17.2 Defaulter would entail blacklisting of the bidding organization by the Department for at least 3 years.
18	Termination	18.1. This Contract may be terminated by either Party as per provisions set up below:
	a. By the Client	<p>18.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days" written notice of termination to the Service Provider in case of the events referred to in (a) through (d); at least sixty (60) calendar days" written notice in case of the event referred to in (e); and at least five (5) calendar days" written notice in case of the event referred to in (e):</p> <p>(a) If the Service Provider fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 16;</p> <p>(b) If the Service Provider becomes insolvent or bankrupt or enter into any agreements with its creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;</p> <p>(c) If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 41.1;</p> <p>(d) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</p> <p>(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</p> <p>(f) If the Service Provider fails to confirm availability of Key Experts as required in Clause GCC 11.</p>

		18.1.2. Furthermore, if the Client determines that the Service Provider has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Service Provider, terminate the Service Provider 's employment under the Contract.
b. By the Service Provider		18.1.3. The Service Provider may terminate this Contract, by not less than thirty (30) calendar days" written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) of this Clause.  (a) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days
c. Cessation of Rights and Obligations		18.1.4. Upon termination of this Contract pursuant to Clauses GCC 18 hereof, or upon expiration of this Contract pursuant to Clause GCC 12, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 21, (iii) the Service Provider's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 24, and (iv) any right which a Party may have under the Applicable Law.
d. Cessation of Services		18.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 18a or GCC 18b, the Service Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Service Provider and equipment and materials furnished by the Client, the Service Provider shall proceed as provided, respectively, by Clauses GCC 26.

**C. OBLIGATIONS OF THE SERVICE PROVIDER**

19	General	19.1 The Service Provider shall perform the Services and carry out the Services
	a. Standard of Performance	with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.
		19.2. The Service Provider shall employ and provide such qualified and

		experienced Experts as are required to carry out the Services.
	b. Law Applicable to Services	19.4. The Service Provider shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts, comply with the Applicable Law 19.5. The Service Provider shall, respect local customs and traditions.
20	Conflict of Interests	20.1. The Service Provider shall hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
	a. Service Providers Not to Benefit from Commissions, Discounts, etc.	20.1.1 The payment of the Service Provider pursuant to GCC F (Clauses GCC 37 through 41) shall constitute the Service Provider only payment in connection with this Contract and, subject to Clause GCC 20.1.3, the Service Provider shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Service Provider shall use its best efforts to ensure that any of the Experts shall not receive any such additional payment.
		20.1.2 Furthermore, as the Service Provider, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Service Provider shall comply with the Client's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Service Provider in the exercise of such procurement responsibility shall be for the account of the Client.
	b. Service Providers and Affiliates Not to Engage in Certain Activities	20.1.3 The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, shall be disqualified from providing goods, works resulting from or directly related to the Service Provider's Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.
	c. Prohibition of Conflicting Activities	20.1.4 The Service Provider shall not engage and shall cause its Experts to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
	d. Strict Duty to Disclose Conflicting Activities	20.1.5 The Service Provider has an obligation and shall ensure that its Experts shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to disqualification of the Service Provider or the termination of its Contract.

21	Confidentiality	21.1 Except with the prior written consent of the Client, the Service Provider and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Service Provider and the Experts make public the recommendations formulated in the course of, or as a result of, the Services
22	Liability of the Service Provider	22.1 Subject to additional provisions, if any, set forth in the SCC, the Service Provider's liability under this Contract shall be provided by the Applicable Law.
23	Insurance to be Taken out by the Service Provider	23.1 The Service Provider shall take out and maintain, at its own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC,
24	Accounting, Inspection and Auditing	24.1 The Service Provider shall keep and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs. The Service Provider will also assist in the audit work by CAG team.
25	Reporting Obligations	25.1 The Service Provider shall submit to the Client the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix
26	Proprietary Rights of the Client in Reports and Records	26.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Service Provider for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof.
<b>D. SERVICE PROVIDER'S EXPERTS</b>		
27	Description of Key Experts	27.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Service Provider's Key Experts are described in the RFP.
28	Replacement of Key Experts	28.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts

29	Removal of Experts	29.1 If the Client finds that any of the Experts has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Service Provider's Expert have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Service Provider shall, at the Client's written request, provide a replacement.
		29.2 In the event that any of Key Experts, Non-Key Experts is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Service Provider to provide a replacement.
		29.3 Any replacement of the removed Experts shall possess better qualifications and experience and shall be acceptable to the Client.
		29.4 The Service Provider shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts

**E. OBLIGATIONS OF THE CLIENT**

30	Assistance and Exemptions	30.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to assist the Service Provider such other documents as shall be necessary to enable the Service Provider to perform the Services
31	Change in the Applicable Law Related to Taxes and Duties	31.1 If, after the date of this Contract, there is any change in the applicable law with respect to taxes and duties which increases or decreases the cost incurred by the Service Provider in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract won't be increased or decreased and the Contract price amount specified will remain fixed
32	Services, Facilities and Property of the Client	32.1 The Client shall make available to the Service Provider and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A
33	Payment Obligation	33.1 In consideration of the Services performed by the Service Provider under this Contract, the Client shall make such payments to the Service Provider for the deliverables specified and in such manner as provided by below.
		33.2 (client) will coordinate with the field officers and agency (service provider) for evaluation purpose.
		33.3 The client will review the progress with the service provider of every month and will release fund to DFO, Publicity, Ranchi. He (DFO) will act the direction and supervision of CCF, Vigilance.

## F. PAYMENTS TO THE SERVICE PROVIDER

34	Contract Price	34.1 The Contract price is fixed and is set forth in the SCC. The Contract price breakdown is provided in Appendix C.
35	Taxes and Duties	35.1 The Service Provider will responsible for meeting any and all tax liabilities arising out of the Contract.
36	Currency of Payment	36.1 Any payment under this Contract shall be made in Indian Rupees.
37	Mode of Billing and Payment	37.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 37.1.
		<p>37.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in Appendix A. The payments will be made according to the payment schedule stated in the SCC. Without prejudice to the obligation of the bidders under law, any income tax which Department of Forest, Environment &amp; Climate Change, Government of Jharkhand may be required to deduct by law/statute, shall be deducted at source and shall be paid to the income tax authorities on account of the bidders. Department of Forest Environment &amp; Climate Change, Government of Jharkhand shall provide certificate to the agency for such deduction of tax.</p> <p>37.2.1 The Lump-Sum Installment Payments: The Client shall pay the Service Provider within thirty (30) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Service Provider within the same thirty (30) days period. The Service Provider shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.</p> <p>40.2.2 The Final Payment: The final payment under this Clause shall be made only after the final report have been submitted by the Service Provider and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Service Provider specifying in detail deficiencies in the Services, the final report. The Service Provider shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.</p>

		<p>40.2.3 All payments under this Contract shall be made to the accounts of the Service Provider specified in the SCC.</p> <p>40.2.4 With the exception of the final payment under 41.2.2 above, payments do not constitute acceptance of the whole Services nor relieve the Service Provider of any obligations hereunder.</p>
38	Interest on Delayed Payments	38.1 No interest on delay of payment will be made to the Service Provider
<b>G. FAIRNESS AND GOOD FAITH</b>		
39	Good Faith	39.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
<b>H. SETTLEMENT OF DISPUTES</b>		
40	Amicable Settlement	40.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.
		40.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party the dispute resolution mechanism will be applicable
41	Dispute Resolution	41.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC

### III.Special Conditions of contract The Payment Schedule

S.N.	Deliverable	Timeline	Payment schedule
1	Inception report	1 month from the issue of contract	15%
2	Mid-term report	3 months from the issue of contract	25%
3	Draft Report	5 months from the issue of contract	40%
4	Final Report	6 months from the issue of contract	20%
	<b>Total</b>		<b>100%</b>

In addition to the above deliverables, the consultant/agencies need to submit the following:

1. The inception report covering brief methodology, team structure and tools/schedules/questionnaire should be prepared after thorough assessment of the ground conditions through preliminary visit of the jointly identified forest site of at least 3 Forest Regions of Jharkhand. The inception report needs to be presented before the client for finalizing the methodologies and tools. The inception report shall be presented by the team leader before the committee needs to be accompanied by the key experts proposed for the study.
2. Submit 2 hard copy and soft copy of the draft report along with presentation of the draft report by the team leader.
3. Submit 5 hard copy of the final report.
4. Signed copy of the questionnaire/tools/schedules.
5. GPS Co-ordinate enabled photograph of the sites where filed visits has been undertaken by the team.
6. The payments are subjected to the acceptance of the reports and performance of the experts and the agency at every stage of the project.

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