NATIONAL HIGHWAYS AUTHORITY OF INDIA

(Ministry of Road Transport & Highways, Govt. of India)

INVITING

EXPRESSION OF INTEREST (EoI)

For

Hiring of FSC (Forest Stewardship Council) accredited certification Agency to undertake certification of plantations in the Green Highway Project along NH-7 on Nagpur-Hyderabad Section in the State of Maharashtra

2nd June, 2017

Regional Office-Nagpur
Plot No.159, Bunglow No.1, Shubhankar Apartments,
Ambazari Hill Top Ram Nagar, Nagpur - 440033, Maharashtra
Tel/Fax :0712-2244492 / 2244493 Email : ronagpur@nhai.org

CONTENTS

Clause	Particulars	Page No.
1	Objectives of this Expression of Interest (EoI)	3
2	Invitation of Expression of Interest (EoI)	3
3	Invitation of EoI details	4
3.1	About Green highways Project	4
3.2	About the NH-7 Green Highways Project	5
3.3	Scope of Work	5
3.4	Methodology	6
3.5	Deliverables	6
3.6	Due date and time	7
3.7	Eligibility Criteria for Certification Bodies	7
3.8	Submission of Tender	8
3.9	Submission of proposals	9
3.10	Proposal Preparation Cost	10
3.11	Right to terminate the process	10
3.12	Bid Opening	11
3.13	Application Rejection Criteria	11
4	Bid Evaluation Process	12
4.1	Evaluation of Technical Bids	12
4.2	Evaluation of Financial Bid	12
4.3	Overall Evaluation	13
4.4	Negotiations with the Successful Bidder	13
5	Award of Contract	13
5.1	Letter of Acceptance	13
5.2	Signing of Contract	13
5.3	Performance Bank Guarantee	13
5.4	Release of Work Order	13
5.5	Execution of Work Order	13
5.6	Assigning of Contract in whole or in part	14
5.7	Submission of Deliverables	14
5.8	Termination of Services	14
5.9	Force Majeure	14
6	Other terms and conditions	14
	Annexure-1	17
	Technical Bid Format	17
	Form A: General Information about the organization	17
	Form B: Financial Information	18
	Form C: Summary of Similar Projects	19
	Form D: Details of Similar projects implemented	20
	Form E: Details of the Project Team	21
	Annexure-2	22
	Financial Bid Estimates	22

No.NHAI/RO-NAG/TENDERS/2017-18/04 Date : 02.06.2017

1. Objectives of this Expression of Interest (EoI)

1.1 The objective of this EoI is to solicit proposals from the eligible (qualifying eligibility qualifications as per this EoI) and interested agencies accredited with FSC (Forest Stewardship Council) to undertake certification of plantations along NH-7, Nagpur to Hyderabad. This EoI intends to bring out the details with respect to scope of services that are deemed necessary in the opinion of National Highways Authority of India (NHAI) to share with the interested/eligible agencies.

1.2 This EoI also invites proposals from interested agencies for forest/plantation certifications forarea of 54.67 ha which is the area intended to be covered under roadside plantations for the 73.196 km stretch of National Highways.

2. Invitation of Expression of Interest (EoI)

This EoI is being issued by NHAI, Regional Office (RO) – Nagpur for inviting proposals from interested/eligible agencies to execute Forest/Plantation Certification for roadside.

Issuing Authority:	Regional Officer, RO-Nagpur
E-mail ID	ronagpur@nhai.org,
Name of Work	FSC Certification of Plantations alongside of NH-7 under NH-7 Green Highways Project
Date of issuing/ Sale of EoI	02.06.2017 to 19.06.2017 Upto 17:00 Hours
Last date of submission of EoI	20.06.2017 upto 11:30 Hours
Date of Opening Technical Bid	20.06.2017 at 15:00 Hours
Tender Fee (Non Refundable)	Rs. 5000/- [Demand Draft in favour of "**National Highways Authority of India**" payable at Nagpur]
Place of opening of Technical bid	Regional Office, Nagpur
Place of opening of Financial bid	Regional Office, Nagpur
Contact persons and Designations	N. L. Yeotkar, Project Director, NHAI – PIU, Nagpur
Address and Telephone no. for communication	**National Highway Authority of India** **Regional Office-Nagpur** Bunglow no.1, Shubhankar Apartments, Plot No.159, Ambazari Hill Top, Ram Nagar – 440033, Maharashtra Tel : 0712-2244492 / 93 Email : ronagpur@nhai.org

Other important points specified by the EoI Inviting Authority:

1. Detailed information is given in the Invitation of EoI for FSC Certification Document.
2. Two- Envelope bid system will be followed. Technical Bid will be followed by Financial Bid.
3. Financial will be considered in respect of only those bidders who qualify in the Technical Bid. That is, financial bids of those who are found ineligible on examination of their technical bids will not be opened for consideration.
4. Tender received after due date and time will be summarily rejected.

3. Invitation of EoI details

3.1 About Green highways Project

Highways are considered as the growth engine of economic development. The fact that National Highways account for only 2 % of the Indian road network but still carries 40% of the automobile traffic signifies its importance in economy of the country. However, highways development results in large scale environmental degradation in form of biodiversity loss and release of carbon stocked in trees. The situation becomes critical with incessant movement of vehicles contributing further in release of greenhouse gases and other suspended particulate matter.

To circumvent it Government of India, Ministry of Road, Transport & Highways (MoRTH) have recently promulgated Green Highways (Plantation, Transplantation, Beautification and Maintenance) Policy – 2015. The policy envisions "development of eco-friendly National Highways with participation of the communities, farmers, NGOs, private sector, institutions, government agencies and the Forest Departments for economic growth and development in a sustainable manner." Under the aegis of Green Highways Policy – 2015, development of green corridors is proposed along developed and upcoming National Highways in the width available in existing Right of Way (ROW) in the form of median and avenue plantations.

Roadside tree plantation is considered most effective, economical and useful solution for controlling environmental pollution and landscape beautification. India has a network of around 1 lakh km of National Highways. Roadside plantation along these highways can play a measure role in increasing the green cover and development of additional carbon sink, thereby contributing in combating global climate change.

3.2 About the NH-7 Green Highways Project

3.2.1 Project and its objective:

This project aims at developing a green corridor along different stretches in Nagpur – Hyderabad section of NH-7. The total length available for avenue plantation is around 73.196 Km. in four stretches. Avenue plantation will be carried out in a number of rows depending upon the available area.

3.2.2 Location of the Project:

Nagpur – Hyderabad Section of NH-7 (new NH-44) is a part of North – South Corridor. North – South Corridor connecting Srinagar in the north to Kanyakumari in the South is the second phase of National Highways Development Project [NHDP Phase-II] and is managed by NHAI.

The stretches available for avenue plantation in the aforesaid section of NH-7 are:

(i) Chinchbhavan – Jamtha stretch from km 14.460 to 14.580, 0.09 ha area in Nagpur- Hyderabad section of NH-7. (Maintenance under PIU-Nagpur)
(ii) Borkhedi – Jam stretch from km 36.800 to km 68.200, 23.45 ha area in Nagpur-Hyderabad section of NH-7. (OMT package no. 29)
(iii) Jam – Wadner stretch from km 81.000 to km 92.675, 8.72 ha area in Nagpur-Hyderabad section of NH-7. (OMT package no. 29)
(iv) Khatara - Kelapur stretch from km 123.00 to km 153.00, 22.41 ha area in Nagpur-Hyderabad section of NH7. (O&M package NS-61)

3.3 Scope of Work

3.3.1 The total duration of the contract with the certification agency will be for period of **5 years.**

3.3.2 Agency will be awarded work based on the fulfillment of **"Clause 3.7– Eligibility Criteria"** mentioned below, comprising of all the required conditions to be fulfilled by the certification bodies for procurement of certification contract under NH-7 Green Highways Project. Also, the certification agency will be required to accomplish the following work:

1. Pre-assessment and gap analysis of management areas mentioned in **"Clause 3.2.2"** of **"About the NH-7 Green Highways Project"** detailing about the various management areas proposed for certification.

2. Identifying gaps between management systems, norms and processes being followed in the management areas mentioned in **"Clause 3.2.2"** of **"About the NH-7 Green Highways Project"** vis-à-vis globally laid down principles and norms of FSC-FM (Forest Stewardship Council-Forest Management) Certification, and bridging the identified gaps to achieve FSC-FM Certification.

3. Final assessment of FSC-FM certification of management area mentioned in **"Clause 3.2.2"** of **"About the NH-7 Green Highways Project"**.

3.4 Methodology

3.4.1 The proposed evaluation will have to cover all the regions mentioned in **"Clause 3.2.2"** of **"About the NH-7 Green Highways Project"**.

3.4.2 It will be obligatory on the part of the prospective applicant to submit, as a part of Technical bid, *'Proposed Methodology'.* The said *'Proposed Methodology',* inter alia, will lay down in details:

- human resources and manner of their deployment, that is strength and composition if project team, distribution of job responsibility, mode of coordination,
- time schedule of evaluation, documentation and preparation of reports,
- mode of sampling,
- mode of conducting Survey in each sampled area,
- Facilities and inputs to be provided by NHAI, Regional Office-Nagpur.

3.4.3 NHAI, RO-Nagpur will reserve the right to effect corrections/ adjustments/ modifications in the *'Proposed Methodology'* in consultation with the concerned bidders. Such corrections/adjustments/modifications shall be binding upon the prospective bodies.

3.5 Deliverables

3.5.1 Preliminary Report:

A report comprising of pre-assessment evaluation detailing out the preliminary findings and criterion-by-criterion discussion of performance observed by the agency in the above defined forest management areas relative to the applicable FSC standards and principles. The preliminary report will list out all the gaps identified in the forest/plantation management practices in the above mentioned areas relative to the standards and suggest corrective actions to address these non-conformities.

3.5.2 Full Assessment Report:
A report containing preliminary findings and a criterion-by criterion discussion of performance observed by the agency in the above defined forest management areas relative to the applicable FSC standards and principles. The full assessment report undertaken after the final audit and compilation of the findings should include the identified non-conformities against the FSC standards and the required corrective action to address those non-conformities.

3.5.3 Annual Audit Reports:
Surveillance audits will be conducted of assessment regions against FSC standards and principles for continued compliance.

3.5.4 The deliverables must be submitted in accordance with the terms and conditions of the EoI. If the delivery is not done as per the EoI then NHAI, RO-Nagpur has full right to cancel the order.

3.6 Due date and time

3.6.1 The sealed application should reach **National Highway Authority of India, Regional Office-Nagpur,** Bunglow No.1, Shubhankar Apartments, Plot No.159**,** Ambazari Hill Top, Ram Nagar – 440033, Maharashtra not later than 20.06.2017 upto 11:30 Hours.

3.6.2 The applications received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

3.6.3 The Regional Officer, RO-Nagpur, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an addendum to be posted in website and/or by intimating all applicants who have been provided the proposal documents, in writing or by facsimile or through email.

3.6.4 However, till such communication is received by the applicants in the above mentioned form, applicants may not assume any change in the schedule.

3.7 Eligibility Criteria for Certification Bodies

3.7.1 The agency must be accredited by FSC (Forest Stewardship Council)/ ASI (Accreditation Service International) to perform the work or their representative companies/offices must be having a valid signed contract on behalf of their principal to perform the work.

3.7.2 Proposals must be sent by the certification agencies / concerned companies which have relevant experience in FSC-FM as well as FSC-Chain of Custody (COC) certification in India. The certification agency should have requisite experience in preparation of documents and handling of process as stated in deliverables.

3.7.3 Certification bodies must have experience of Forest/Plantation certification in projects with minimum 50 ha area of certification.

3.7.4 The selection will be based on certification bodies' proposal, past experience and financial proposal.

3.7.6 The certification agency so selected through this process will be required to start the work within 20 workings days of award of contract.

3.7.7 The prospective certification body should annex the relevant credentials to justify it's eligibility.

3.8 Submission of Tender

3.8.1 Submission of bids has to follow two-envelope system. The bid will comprise of two-parts, i.e. Technical and Financial- to be submitted in two separate sealed envelopes.

3.8.2 Technical Bid:

1. The Technical Bid envelope should be super scribed as "Technical Bid".
2. The Technical Bid should contain the signed and sealed completed forms (**Annexure I**) of the Technical Bid along with relevant enclosures.
3. The Technical Bid should consist of the following:
   - General information about the organization.(Annexure I, Form A)
   - Financial information about the organization.(Annexure I, Form B)
   - Summary of similar projects implemented.(Annexure I, Form C)
   - Details of similar projects implemented.(Annexure I, Form D)
   - Details of Project team.(Annexure I, Form E)
   - Proposed Methodology. (please see "Clause-3.4" mentioned above)
   - Additional information, if any. (Separate sheet to be attached)
4. The Technical Bid must not include any pricing information.
5. In submitting additional information, the agency can propose additional services and may mark it as supplementary to the required response. The proposal must include description of such services as a separate attachment in the proposal.
6. The address of the bidder should be clearly written on the cover.
7. Besides the proposal and other details, the Technical bid should include the following:

8. A draft agreement of the three project deliverables as stated above outlining scope of service, roles and timelines, delineation of responsibilities of RO-Nagpur and the certification body, review process etc.
9. The Bid should indicate future process of maintaining FSC-Forest/Plantation Management Certification as well as regular process checks/ annual audit to be followed.
10. The technical bid shall make no mention of the quantum of fees for the services to be provided.
11. List and details of similar studies and projects accomplished for other clients along with indication of outcomes and results.

3.8.3 Financial Bid:

1. The Financial Bid as prescribed in the Application Form (**Annexure II)** should be filled up and sealed along with enclosures in a separate cover super scribed as “Financial Bid”.
2. Financial Bid should be inclusive of service tax.
3. The address of the bidder should be clearly written on the cover.

3.8.4 Outer Cover:

Both the Technical and Financial Bid Cover should then be put in a single outer cover along with tender fee of Rs.5,000/- in form Demand Draft (drawn in favour of “National Highways Authority of India” payable at Nagpur), sealed and be super-scribed as “**EoI for Forest/Plantation Certification for NH-7 Green Highways Project, NHAI**”. The outer cover should be sealed and contain the following documents:

1. The present Application Form Document duly signed on all pages as acceptance of terms and conditions by the bidder.
2. Covering letter of the proposal, which must be signed with the bidder’s name and by a representative of the bidder who is authorized to commit the bidder to contractual obligations.
3. All obligations committed by such signatories must be fulfilled.
4. Technical Bid as specified above in **“Clause-3.8.3”** of this Invitation of EoI.
5. Financial Bid as specified above in **“Clause-3.8.3”** of this Invitation of EoI.
6. Any other information that is required to be submitted in the proposal process.

The address of the bidder must be clearly written in the cover. The covers received without superscription are liable for rejection. The proposals not submitted as specified in the above clauses will be summarily rejected.

3.9 Submission of proposals.

3.9.1 The bidder shall submit his bid in a sealed cover containing two separate sealed covers for technical bid and financial bid and a Demand draft of Tender fee, as described above, and ensure that the bid reaches the reception of office of the Regional Officer, NHAI, RO-Nagpur. Proposal received through courier, speed post or registered mail will be accepted but NHAI will not be responsible for any postal delay. Proposal received late will not be considered.

3.9.2 NHAI will not accept delivery of proposal by fax or e-mail. Proposal received by facsimile shall be treated as defective, invalid and rejected.

3.9.3 The bid consisting of the documents listed in instructions and proposal cover letters, shall be typed or written in indelible ink and shall be signed by the bidder or a person/persons duly authorized to bind the bidder to the contract.

3.9.4 Period of Validity of proposals:

The offer submitted by the bidder shall be valid for a period of 240 days from the date of submission of the proposals. A proposal valid for a shorter period may be rejected as non-responsive.

In exceptional circumstances, NHAI may solicit the bidder's content for an extension of the validity period. The request and the responses thereto shall be made in writing (or by e-mail).

3.10 Proposal Preparation Cost

The bidder is responsible for all the costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the NHAI to facilitate the evaluation process, and in negotiating a definitive service agreement or all such activities related to the bid process. This EoI does not commit NHAI to award contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

3.11 Right to terminate the process

3.11.1 The right of final acceptance of the EoI is entirely vested with the appropriate authority in NHAI, who reserves the right to accept or reject any or all of the proposals in full or in parts without assigning any reason whatsoever.

3.11.2 There is no obligation on the part of NHAI to communicate with rejected bidders.

3.12 Bid Opening

3.12.1 For the applications received by 20.06.2017 upto 17:00 Hours, the Technical Bids will be opened by the authorized person in the presence of the committee approved by the RO, NHAI – Nagpur.

3.12.2 The Technical Bids will be evaluated as per the evaluation criteria specified in the **"Clause-3.7"** of this Invitation of Expression of Interest document.

3.12.3 The Financial Bids of technically qualified bidders alone will be opened by the person authorized by Regional Officer-Nagpur.

3.13 Application Rejection Criteria

3.13.1 Applications not submitted in the form specified as per the format given in this invitation for EoI will be summarily rejected.

3.13.2 Applications with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejections.

3.13.3 Proposals with variance/contradictions between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the EoI requirements, NHAI reserves the right to reject any or all the proposals without assigning any reason whatsoever.

3.13.4 Applications submitted without the enclosures to prove the bidder's specific experience in certification projects, order value of completed projects and projects in hands and Proposed Methodology will be liable for rejection.

3.13.5 Applications submitted without audited financial statements of the bidder are liable for rejection.

3.13.6 In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this EoI Document, the applications are liable for rejection.

3.13.7 Incomplete bid documents will be treated as non-responsive offer and the application is liable for rejection.

4. Bid Evaluation Process

4.1 Evaluation of Technical Bids

4.1.1 The Technical Bid will be examined on the basis of the evaluation criteria by a Technical Committee to be constituted by the Regional Officer-Nagpur, NHAI.

4.1.2 Companies must be accredited by FSC/Accreditation Service International (ASI) to perform the work or, their representative companies/offices must be having a valid signed contract on behalf of their principal to perform the work.

4.1.3 Companies having worked with Government in similar assignments and associated with other forest corporations for work of similar nature will be given preference. List of such work along with present status needs to be submitted for lending credence to those claims.

4.1.4 Companies having any kind of ban or preconditions/rider imposed by FSC will be excluded from this bid.

4.1.5 Companies having any kind of moratorium on desired works in recent two/three years will be excluded from the bid.

4.1.6 The technical committee may undertake oral clarifications with the bidders. The primary function of clarification in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.

4.1.7 The decision of NHAI, Regional Office (RO) - Nagpur with regard to the short-listing of agencies through this EoI shall be final and reserves the right to reject any or all the applications without assigning any reason whatsoever, and no agency shall object/protest/demur/challenge the said decision of Green Highways Division in any manner whatsoever and no solicitation in this regard shall be entertained by them.

4.2 Evaluation of Financial Bid

4.2.1 Company should be a legal entity registered in India.

4.2.2 Company must be able to receive payment in Indian currency.

4.2.3 Company must be ready to receive payments in parts.

4.2.4 Company must be experienced in receiving payment in INR on behalf of their payments.

4.2.5 Company must be paying all applicable taxes to Government of India by generating profits for their local entities.

4.2.6 A formal contract must be submitted to RO-Nagpur, NHAI for collecting payments on behalf of their accredited certification bodies/principals.

4.2.7 Any factor that could affect or influence the valuation of the financial bids needs to be mentioned in the financial bid itself. However, these should be restricted to matters solely pertaining to the financial operations and should not include any parts whatsoever of the Technical bid. RO-Nagpur, NHAI might take into account any or all of these factors if it finds the same favorable to the Government of Maharashtra.

4.3 Overall Evaluation

4.3.1 RO-Nagpur, NHAI shall follow a best value bid selection process, based on the quality and cost. While the successful bidder will be selected on the basis of the overall ratings, the RO-Nagpur does not bind itself in any way to select the bidder(s) having the highest overall rating.

4.3.2 The 60% weightage will be given to the Technical bid and 40% to the Financial bid, but if the Technical bid submitted by the agency doesn't fulfill the criteria then Financial bid will not be evaluated.

4.4 Negotiations with the Successful Bidder

RO-Nagpur reserves the right to further negotiate with the successful bidder. While negotiating, the following aspects may be considered:

1. Further reduction in certification charges for undertaking the work.
2. Advancing the delivery schedule.
3. Additional services that may be contracted as per particular situation requirements.

5. Award of Contract

5.1 Letter of Acceptance

After successful completion of the negotiations, if held, a Letter of Acceptance of EoI will be issued to the successful Bidder by RO-Nagpur, NHAI.

5.2 Signing of Contract

5.2.1 The successful Bidder should execute an agreement for the fulfillment of the contract with RO-Nagpur, NHAI at the time of execution within 10 days from the date of receipt of the Letter of Acceptance issued by the NHAI Issuing Authority.

5.2.2 The expenses incidental to the execution of the agreement should be borne by the successful bidder.

5.3 Performance Bank Guarantee

5.3.1 The successful bidder shall at his own expenses deposit with NHAI, RO-Nagpur, within 10 days from the receipt of the Letter of Acceptance issued by RO-Nagpur or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.

5.3.2 This PBG will be for an amount equivalent to 5% of contract value. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The bank guarantee shall be valid for a period of 5 years from the date of signing of the contract. If the accepted bidder fails to furnish the bank guarantee within the above said period his letter of acceptance will stand void. The PBG furnished by the bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports satisfaction of the NHAI, RO-Nagpur.

5.3.3 If the bidder fails to act according to the EoI conditions or backs out when his application is accepted, his PBG mentioned above in “Clause-5.3.1” will also be forfeited to NHAI, RO-Nagpur.

5.4 Release of Work Order

After execution of the agreements specified in the contract document and after receipt of the Performance Bank Guarantee, NHAI, RO-Nagpur will release the formal work order to the successful bidder on behalf of NHAI.

5.5 Execution of Work Order

The successful bidder should nominate and intimate to NHAI, RO-Nagpur the name of a Project Leader specifically to handle the work order. The successful bidder should ensure that the Project Leader is fully familiarized with the terms and conditions of the EoI, Scope of Work and the Guidelines.

5.6 Assigning of Contract in whole or in part

The successful bidder should not assign or make over the contract, the benefit or the burden there of to any other person or persons or body corporate. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

5.7 Submission of Deliverables

The submission of the mentioned deliverables in "Clause-3.5" should be made strictly in accordance with the terms and conditions of this EoI document. If the delivery is not done as per invitation for EoI, NHAIRO-Nagpur shall have the right to cancel the order and take any such action which will be deemed fit in such circumstances.

5.8 Termination of Services

NHAI, RO-Nagpur reserves the right to terminate the services of the certification body, if it finds the work unsatisfactory, at any stage during the contract period by giving a notice of 15 days. The certification body shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment as part of response to this EoI document.

5.9 Force Majeure

The certification body shall not be considered in default, if delay in delivery occurs due to cause beyond his control such as acts of God, natural calamities, civil war, fire, strike, frost, floods, riots and acts of unsurpassed power in the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of NHAI, RO-Nagpur, the order may be considered. Such cancellation would be without any liability whatsoever on the part of NHAI, RO-Nagpur.

6. Other terms and conditions

6.1 During the execution of the project, NHAI, RO-Nagpur reserves the right to issue advice and direction to the certification body or request additional information or clarification from the certification body. Within such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the certification body.

6.2 Post the pre-assessment evaluation, NHAI, RO-Nagpur requires the certification body to inform and explain in person the gaps identified against the FSC Standards. The kind and nature of gaps identified may need to be explained in detail by the certification body to the top management as well as line managers and other personnel whosoever might be involved in the process at various stages of conceptualization and/or implementation. Field level corrections or gap identification remediation would be done by the field personnel; therefore NHAI, RO-Nagpur if requires might as the certification body to conduct the clarification process in the field.

6.3 All the supporting materials (including all data, material and documentation originated and prepared for the NHAI, RO-Nagpur pursuant to this EoI, and including correspondence relating to this EoI) shall, upon delivery to NHAI, RO-Nagpur become the property of NHAI, RO-Nagpur.

6.4 The bids should be submitted neatly and all corrections, over-typing should be attested with the seal.

6.5 NHAI, RO-Nagpur reserves the right to reject all the proposals without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions of EoI as deemed necessary in the best interest of NHAI for good and sufficient reasons.

6.6 NHAI, RO-Nagpur, will not pay any increase in duties, taxes and surcharges on account of any revision by the Government after expiry of the stipulated delivery period in the work order.

6.7 In case of any dispute, the matter will be referred to an Arbitrator under “Arbitration and Conciliation Act 1996”. The arbitration shall be held in Nagpur only and the courts at Nagpur only shall have jurisdiction in relation thereto.

Annexure-1

Technical Bid Format

Form A: General Information about the organization

1. Details of the bidder

Particulars	Details
Name	
Address	
Telephone	
Fax	
E-mail	
Website	

2. Details of Authorized Person

Particulars	Details
Name	
Address	
Telephone	
E-mail	

3. Information about the organization

Particulars	Details
Status of the organization (Public Ltd./ Pvt. Ltd./ Institution/ University)	
Details of Registration of Organization	
No. of professionals available	
Address of Offices	
Service Tax Registration No.	

Date:_____ Signature of Bidder:_____

Form B: Financial Information

Turnover of the Organization				**Net-worth of the Organization as on 31st March, 2017**
FY 2014-15	FY 2015-16	FY 2016-17	Average	

Date:_____ Signature of Bidder:_____

Form C: Summary of Similar Projects

Sl. No.	Name of Client	Assignment Name	Start Date	End Date	Description of Certification	Total area certified (in Hectares)	Contract Value

Date:_____ Signature of Bidder:_____

Form D: Details of Similar projects implemented

(Use separate tables for each project)

Particulars	Details
Name of the client	
Client Contact Details	
Assignment Name	
Start Date	
End Date	
Current Status of the Project	
Contract Tenure	
Contract Value (INR)	
Description of Services provided by the bidder	
Narrative description of the Project	

Date:_____ Signature of Bidder:_____

Form E: Details of the Project Team

Sl. No.	Name	Current Job Title	Current Job Responsibilities'	Primary/ Secondary	Exp. In years	No. of years with the Organization	Professional Experience	Assignments Handled	Educational Background/ Training/ Certifications

Date:_____ Signature of Bidder:_____

Annexure-2

Financial Bid Estimates

Quotation for certification Audit-Forest Management			
Year	**Type of Audit**	**Audit days**	**Total Cost (Rs.)**
1st	Administrative fees		
	Pre-Audit/Pre-Assessment		
	Main Audit/ Final Assessment		
2nd	Surveillance Audit		
3rd	Surveillance Audit		
4th	Surveillance Audit		
5th	Surveillance Audit		
Total before tax			
Service tax			
Total			
Amount in words _____ _____ _____ _____			

- It is certified that above quoted amount is inclusive of all taxes.

Date:_____ Signature of Bidder:_____