



**Request For Proposal  
(RFP)for  
Selection Of Agency For Conducting  
Rapid Assessment Of NGOs and  
Gramsabhas Supported By Tribal  
Development Department , Govt. Of  
Maharashtra to carry out Community  
Forest Resource Management Plan**

Tender Notification No.: TRTI/2021/FRA/DESK 04/ 92

Dated:10/01/2022

**Issued By**

**The Commissioner  
Tribal Research and Training Institute,  
Pune**



**Tribal Research and Training Institute**  
**28 ,Queen's Garden , Pune- 411001**

Tel- 020-26362772  
Fax-020-2636 0026  
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E-Tender No. TRTI/FRA/DESK-04/2021-22/ 92

Date:10/01/2022

**Invitation of Request For Proposal(RFP)**

**For**

**Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan**

Online Expression of Interest (in two Bid system - Technical Bid & Commercial Bid) are invited for Selection of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Of Maharashtra to carry out Community Forest Resource Management Plan. Interested Companies / Institutions /NGO having adequate required resources can submit their Technical Bid & Commercial Bid online on website. <https://maharashtra.etenders.in>

Name of the Service	Estimated cost	Tender Fee	Earnest Money Deposit (EMD)
<b>Request For Proposal(RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan</b>	<b>Rs.25,00,000/-</b>	<b>Rs.10,000/-</b>	<b>Rs.2,00,000/-</b>

- The Bidder based on the selection criteria decided by TRTI as mentioned in the BidDocument.
- Joint Venture Consortium is not permitted.
- The Bid Documents are available on website <https://maharashtra.etenders.in>
- The interested Bidders will have to register and enroll on website <https://maharashtra.etenders.in> participate in the Bid process.
- The interested Bidders will have to submit all the required documents by online submission.
- The Tender Fee of Rs.10,000/-** is required to be deposited online through Net Banking .
- The EMD of Rs.2, 00,000/-** is required to be deposited online through Net Banking .
- The detailed Bid Document is available on the website <https://maharashtra.etenders> and can be downloaded there from.
- Interested Providers/ Bidders shall submit their Bid on or before **21/01/2022, 17:00hrs.**
- The advertisement is also available on office website <http://trti.maharashtra.gov.in> for information only.
- Right to reject any or all the Bids is reserved by the Commissioner, TRTI ,Pune

**Notice:**

**This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel / company / agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.**

**(Dr. Rajendra Bharud I.A.S.)**  
**Commissioner**  
**TRTI, Pune**

## Section-1: Invitation for Request For Proposal (RFP)

Tribal Research and Training Institute, Pune, hereinafter referred to as TRTI, Pune invites Request For Proposal (RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department ,Govt. Of Maharashtra to carry out Community Forest Resource Management Plan. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete Bid Document is available on the website <https://maharashtra.etenders.in> for downloading. The downloaded Bid Document shall be considered valid for participation in the electronic Bidding process (e-Tendering) subject to the submission of required tender/Bid Document fee and EMD.

To participate in online Bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic Bids.

## Section-2:Key Events & Dates

### 1. Key Events and Dates

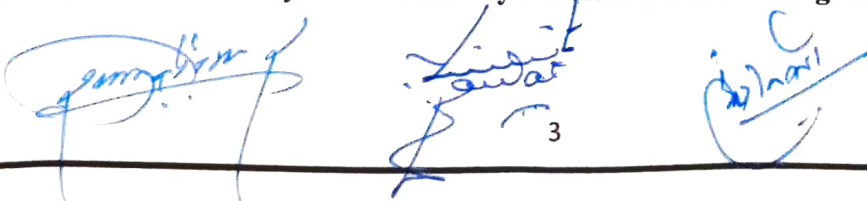
Sr. No.	SWD Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	10/01/2022	21/01/2022 17:00 Hrs	-
2.	Pre-Bid Meeting	14/01/2022 16:00 Hrs	-	-
3.	Technical Bid Opening	24/01/2022	-	Technical Envelop T1
4.	Commercial Bid Opening	To be intimated later		Commercial Envelop C1

### 2. Other Important Information Related to Bid

Sr. No.	Description
1	Earnest Money Deposit (EMD) (To be paid online) Rs.2,00,000/- (Rs. Two Lakhs Only)
2	Tender Fee (To be paid online) Rs.10,000/- (Rs. Ten Thousand Only)
3	Bid Validity Period One hundred and twenty (120) days from the date of submission of Bid.
4	Last date of signing contract As intimated in work order of TRTI

### 3. Bid Process:

The Bidder has to submit a Bid online in **two envelope systems**, one containing **Technical Bid** and other containing **Commercial Bid** for "Request for Proposal (RFP) for Selection of Agency for Conducting Rapid Assessment of NGOs and Gramsabhas Supported by Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan."

The bottom of the page features three handwritten signatures in blue ink. The first signature is on the left, the second is in the center, and the third is on the right. Below the second signature, there is a small handwritten number '3'.

- The Bidder can submit Bid online, provided that the Bidder can arrange adequate resources within 30 days of award of contract, to provide the said solution for which the Bid is submitted. Failure to arrange the resources, within 30 days, the award of the contract will be cancelled and the EMD will be forfeited.

#### 4. Tender Fee (Non-Refundable)

The Bidders are requested to deposit the Tender Fee of Rs.10,000/- online. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable. However, Tender Fee will be refunded in case of cancellation of overall tender process (i. e., if the tender process is cancelled by TRTI).

#### 5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.2,00,000/- is required to be deposited online. Proof of the same should be attached with the Technical Bid.

- a. The EMD shall be denominated in Indian Rupees only.
- b. No interest will be payable to the Bidder on the amount of the EMD.
- c. Bids submitted without adequate EMD is liable for rejection.
- d. EMD of unsuccessful Bidders will be refunded after completion of Bid.
- e. EMD shall be non-transferable.
- f. The EMD may be forfeited:
  - i. If a Bidder withdraws his Bid or revises/ increases his quoted prices during the period of Bid validity or its extended period, if any.
  - ii. If successful Bidder fails to sign the Contract within the time specified by TRTI.
  - iii. If during the Bid process, a Bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of Bid evaluation and finalization. The decision of the TRTI regarding for feature of the Bid Security shall be final and binding upon Bidders.

#### 6. Transfer of Bid

The Bid/EOI Document are not transferable. The Bidder who purchases the Bid Document and submits the Bid shall be the same.

#### 7. Consortium and Joint Ventures

Bids of joint venture/consortium/sub-contracting will not be accepted.

#### 8. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
- b) The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI document will be at the Bidder's risk and may result in rejection of their Proposal.

#### 9. Place of opening of EOI

The EOI will be opened online in the Office of **Tribal Research and Training Institute, 28, Queens Garden, Pune -411001** on the scheduled date(s).

#### 10. Bid Preparation Costs

The Bidder shall submit the Bid at its cost and TRTI shall not be held responsible for any cost incurred by the Bidder. Submission of a Bid does not entitle the Bidder to claim any cost and rights over TRTI and TRTI shall be at liberty to cancel or modify any or all Bids without giving any reason thereof.

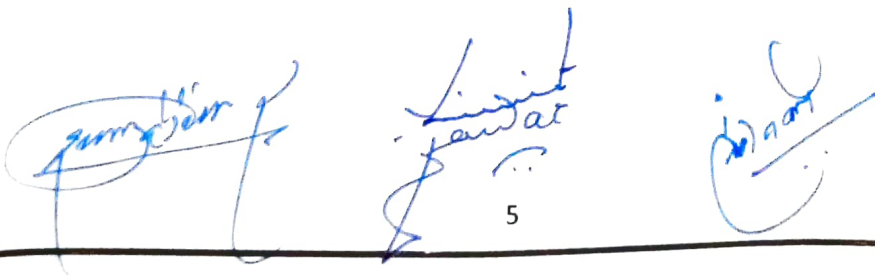
All materials submitted by the Bidder shall be the absolute property of TRTI and no copyright /patent etc. shall be entertained by TRTI

#### 11. Amendment of EOI Document

- a) If TRTI deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.
- b) All the amendments made in the document would be published subsequently on the website of Government of Maharashtra <https://maharashtra.etenders.in> and also on TRTI website <https://trti.maharashtra.gov.in/> and shall be part of the document.
- c) The Bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this EOI document. TRTI also reserves the rights to amend the dates mentioned in this EOI for successful Bid process.

#### 12. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective Bidders. The same will be held on **14/01/2022 at 16:00 hrs.** in the Office of **Tribal Research and Training Institute, 28, Queens Garden, Pune-411001**



### Section-3: Instructions to Bidders

#### 1. Background of TRTI

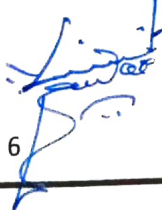
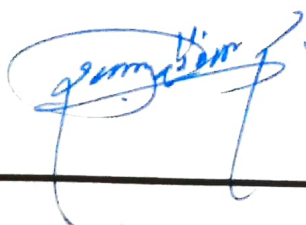
TRTI (TRTI), Pune is an Autonomous Institute of Tribal Development Department, Government of Maharashtra. The Institute is proposing to engage a Company / Institution who can provide of IFR and CFR Claims towards implementation of The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and its Amendment Rules, 2012. The main objective is effective implementation of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006 and Rules 2008 and Amendment Rules 2012. It should allow individuals / groups and villages / Padas from the Scheduled Tribes and Other Traditional Forest Dwellers to file claims about Individual Forest Rights or Community Forest Rights related to forest land in a smooth ways, to check the current status of the claims filed and to be able to get the Forest Rights Certificate with minimum possible process.

The system we planned should allow submission of Forest Rights claims, verification of claims, to achieve unison in the decision making process, to be able to support it as well as for the possible planning and review of recognition of Forest Rights throughout Maharashtra State using Information Technology

#### 2. Bid Process

##### Focus of the study:

Maharashtra is one of the leading states in the country in the implementation of both individual forest rights (IFR) and community forest rights (CFR) under Forest Rights Act 2006. Over the last thirteen years, in addition to recognition of IFR and CFR claims, the Tribal Development Department and its research wing Tribal Research & Training Institute of Government of Maharashtra has also initiated a number of schemes and programs to support the beneficiaries of forest rights holders. Among the initiatives, the most important and unique intervention has been providing financial support to the Non-Governmental Organizations (NGOs) to facilitate the preparation of community forest management plans. Over the last six years, the Tribal Development Department has provided such kind of support to several NGOs to facilitate the preparation of community forest management plans over three hundred villages. While this is an unique achievement of the Tribal Development Department of Maharashtra, there is no assessment of the result and Rapid of this intervention. In this connection, we propose to undertake a rapid assessment study of NGOs and Gram Sabha's Supported by Tribal Development Department, Govt. of Maharashtra to carry out community forest resource management plan in the intervening villages. The purpose of the study will be to learn lessons and identify the potential and challenges of financial support provided to the NGOs.

  
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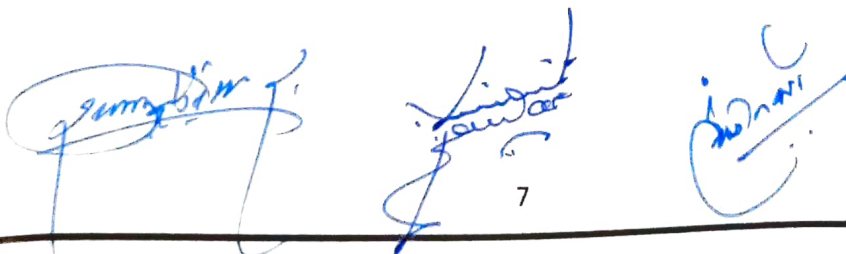
**Specific objectives for study are as follows.**

- To understand the process of identification of NGOs and Gram Sabha's to receive the community forest management plan grants
- To examine the process of community forest resource management plans facilitated by the NGOs and Gram Sabha's in the intervening villages
- To assess the Rapid of community forest resource management plans on the socio-economic and forest conditions in the intervening villages facilitated by the NGOs and Gram Sabha's To understand the process of identification of NGOs and Gram Sabha's to receive the community forest management plan grant
- To assess the Rapid of community forest resource management plans on the socio-economic and forest conditions in the intervening villages facilitated by the NGOs and Gram Sabha's through a village level assessment

**Methodology**

The proposed study will be undertaken for Three (03) months. The study will be based on a two pronged approaches. The study will select three villages from the intervening areas of NGOs supported by the Tribal Development Department. With the help of research officers and field investigators, information will be obtained from the selected villages to address the above objectives.

To make recommendations for further improvement in design and implementation of the CFR.



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### 3. General Eligibility/Instructions

1. The agency should be a legal Indian Entity ( Company/ Society/ Trust) incorporated , as the case any be under the respective applicable laws eligible to enter into and agreement/contract with the Tribal Research And Training Institute, Pune to undertake the work.
2. The agency must have the prior experience of conducting Research studies/Training/Assessment/Relevant works on Schedule Tribes and working for the socio-economic development of Schedule Tribes and other marginalized section of Maharashtra.
3. The agency should have Average Annual turnover of **Rs.50 lakh** the last three Financial Years (i.e. F.Y 2018-19,2019-20,2020-21).
4. The agency should have valid GST No. and PAN No.
5. The agency should Not be black listed by any of the Central / State /Semi- government departments/PSUs/Autonomous organization/Private organizations, etc.
6. Application and the supporting documents should be a complete document and must be page numbered and each page duly be signed & Sealed by authorized representative.
7. An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
8. A covering letter must be attached with the proposal.
9. Only technically suitable Bids will be considered for opening of Financial Bid.

The decision of short listing of Technical Bid by TRTI, Pune will be final and binding on all.

### 4. Scope of Work

The study will be carried out in the State of Maharashtra. Specific steps for delivering the assignment would be as follows.

#### **A. Developing detailed methodology. Indicators and tools for the study**

1. The selected agency will review all the relevant documents including project documents, existing research of the issue and available data. The selected agency will have discussion with key team members to understand the requirements of the proposed study. Based on the understanding the selected agency will develop and elaborated research design and methodology.
2. The selected agency will develop appropriate quantitative and qualitative indicators responding to assessment objectives.
3. Referring the research design and indicators, the selected agency will develop details tools and share with the Tribal Research And Training Institute, Pune for feedback. Selected agency will incorporate the feedback of the TRTI PUNE in the revised version of the tools.



4. The selected agency will conduct a small pilot to test the tools and methodology. Based on the experiences of pilot, tools and methodology would be finalized.

### **B. Data collection**

1. The selected agency will conduct and implement the methodology and collect data against the key indicators and sub indicators. The data collection process would include quantitative and quantitative data collection.

2. Ensure data is entered, cleaned, processed and analyzed at all stages appropriately.

### **C. Data Analysis and Report**

1. Create detailed analysis framework and analyze the data collected accordingly.

2. Develop draft report using the quantitative and qualitative data.

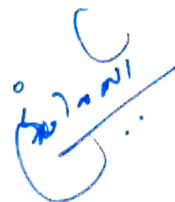
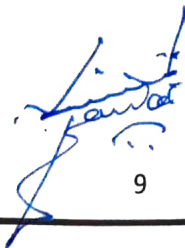
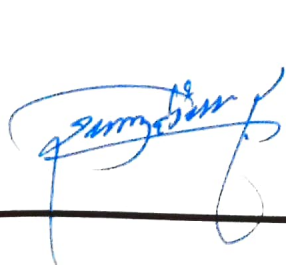
3. Finalize report based on feedback of the client on draft report.

## **5.1 Methodology**

For the assessment, mix-method of quantitative and qualitative surveys is proposed. The process of assessment should start with developing a "Desk Review" by the study team. This process will include detailed analysis of published literature, secondary data and will provide a detail assessment around key study indicators. This will be followed by "Quantitative survey" of sample of trained youths. This survey will provide quantitative information on assessment indicators. In parallel, a "qualitative survey" should be conducted. The qualitative survey will help in explaining the quantitative results as well as will provide perspectives of different stakeholders. Based on the analysis of these three processes, a "Draft Report" should be prepared and should be shared with TRTI PUNE for their feedback. By incorporating TRTI PUNE inputs, Final report should be submitted.

### **5.1.1 Desk Review**

Desk review should provide a detailed account of the context, spread and magnitude Of the issue and should provide a detailed account of the background, vulnerability context, current livelihood & skill development initiatives, good practices etc. The review should be based on varied range literature and data including census data, National Sample Survey Organizations surveys, specific skill development studies, published good practices, government publications etc.



### 5.1.2 Quantitative Survey

Quantitative survey should be core of the study and assess the magnitude on study Indicators. Quantitative survey should be conducted using the structured questionnaire and the youths skilled under skill development programs will be the key respondents for quantitative survey.

In order to collect data, the percentage of physical interviews and telephonically/video conferencing interview, shall be mutually decided. The key Experts including the Research Analysts should interview a proportion of the total samples to gain better understanding about the area of study including the perception and aspiration of the Schedule Tribes.

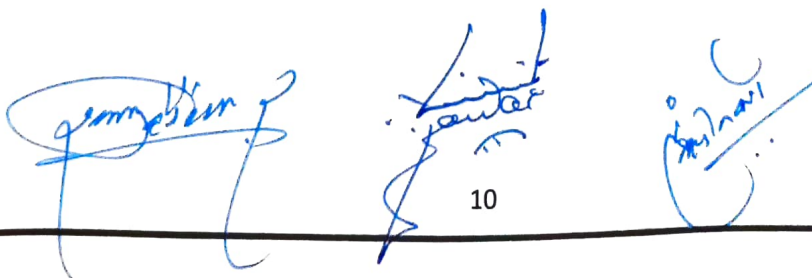
### 5.1.3 Qualitative Survey

Qualitative Survey should provide detail information on perception and actual experiences of different stakeholders. For qualitative survey, multiple methods of qualitative survey need to be used. Suggestive list of qualitative methods as follows.

- (i) Key Informant Interviews (KII) with officials, NGOs and other stakeholders.
- (ii) Focus Group discussions with youths, facility and functionality assessment of NGOs

The following officials would also assist the selected agency in conducting the Study.

1. State Team members of TRTI PUNE
2. District Team members of TRTI PUNE.
3. Representatives of Training partners imparting training.
4. Any other concerned official from relevant department / departments.



## 6. Analysis & Recommendations

The analysis & recommendations should include, but not necessarily limited to following areas-

1. Measure the change in the socio-economic status of the Beneficiary.
2. Changes required in CFR as per the expectations with respect to methodology.
3. Need for developing or upgrading available educational/training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/training methodology etc. keeping in mind the futuristic requirements.
4. Recommendation regarding CFR amongst the Scheduled Tribes category based on their aspirations.
5. Analyze the entrepreneurial mind set of the target population and suggest policy level measures which should be taken at the State Level.
6. Any other policy suggestion.

## 7. Project Steering Committee (PSC)

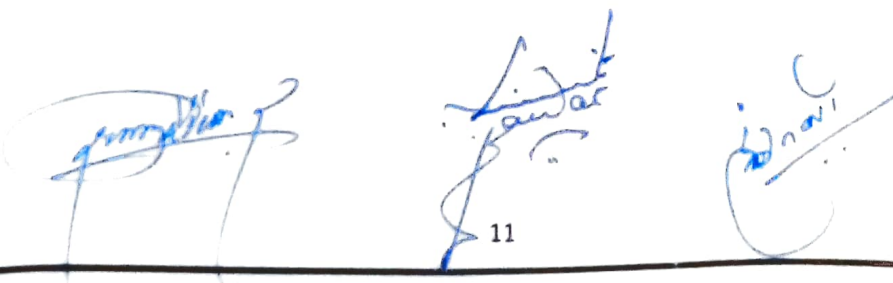
A Project Steering Committee (PSC) will be constituted under the Chairmanship of Worthy Commissioner, TRTI PUNE having the following as members

1. Project Director, FRA, TRTI PUNE
2. Research Officer, TRTI, PUNE
3. Technical Consultant-1, TRTI PUNE

The PSC will regularly review the progress under the study and provide feedback to improve the quality of the Rapid Assessment study.

## 8. Nodal Officer for the Assignment

TRTI PUNE will appoint a Nodal Officer who will be responsible for coordinating with the selected Agency for provision of relevant data related to the subject and the study.



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## 9. Implementation Schedule

The proposed Scope of Work is expected to be completed within 3 months period, Adhering to below mentioned implementation schedule which is also not necessarily

Limited to the following and further detailing may be done at the time of signing of contract.

Sr. No.	Activity	Time-line	Any deliverable
1	Signing of Agreement	<b>T1 Date of signing of the Agreement</b>	
2	Submission of Inception Report- (Detailing out the methodology, Sample size, formats of the survey, questionnaire and other relevant research tools)	<b>T1+10 Days</b>	<b>Inception Report</b>
3	Submission of Draft Report- (Including analysis of secondary and primary data in line with the scope of work as defined above)	<b>T1+60 Days</b>	<b>Draft Report</b>
4	Submission of Final Report incorporating all the feedback and suggestions given by TRTI	<b>T1+90 Days</b>	<b>Final Report</b>

## 10. Key Experts for Conducting the Study

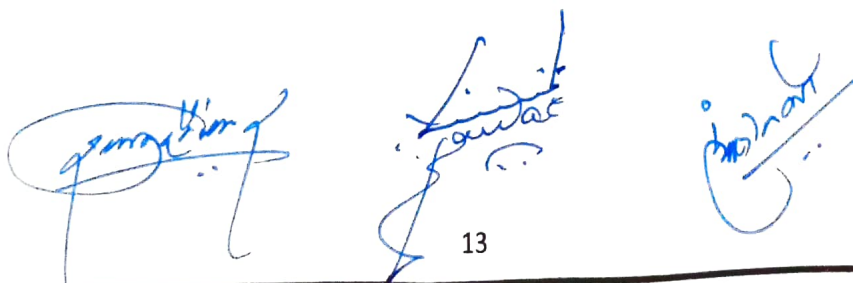
It is expected that the proposed project team will include experts/team lead/researchers/investigators that will spend significant time on the project. Total expected commitment of each team member (in man days) should be indicated. Key aspects such as the strength of assigned team members, years of prior experience in the similar projects, project management and demonstrated background in the study of CFR space (with a focus on marginalized group), should be included in the credentials.

The Bidders should have an adequate number of professionals and support staff for carrying out the assignment. The Bidder should allocate a team lead and a team of researchers to the assignment with expertise in designing, planning, and executing rigorous studies.

The CVs of following key professionals will be evaluated-

Key Expert	No of Positions	Qualification & Experience
Team Lead	1	Ph.D degree in Social Sciences / Economics / Statistics / Public Policy/Anthropology or a related discipline. <i>And</i> Minimum 05 years of research /Evaluation study experience including Ph.D
Analysts / team members	4	PG degree in Social Sciences / Economics / Statistics / Public Policy /Anthropology or a related discipline. <i>And</i> Minimum 03 years of research experience.

**Note- CVs of the personnel proposed to be deployed for the assignment should be submitted along with the proposal.**



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## 11: Evaluation Methodology

1. The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation.
2. Technical and Financial Bid will get weightages as under.

S. No.	Proposal	Technical Bid score weightage	Financial Bid score weightage
1.	Request For Proposal(RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan	80%	20%

### Evaluation Process.

The evaluation process shall comprise of the following stages.

#### Stage 1 - Technical Evaluation comprising of Eligibility based on Technical Bid and Presentation Evaluation

Bidders who meet the minimum qualification criteria laid down in the General Eligibility Section of this document will be qualified and eligible for further bid evaluation.

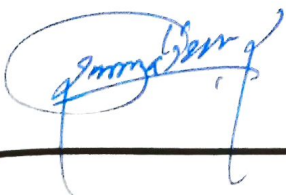
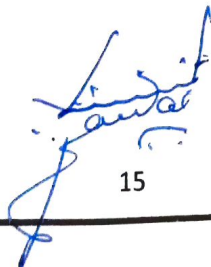
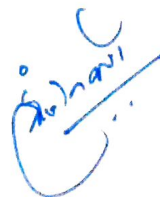
TRTI PUNE will evaluate qualified bidders on the basis of the Technical Bid submitted by them. TRTI reserves the right to constitute any committee for evaluating the proposals. The Bidders who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at TRTI PUNE Officer or any other venue and be scored on the parameters as outlined separately in this document.

Format for Technical Evaluation (i.e. Eligibility based on Technical Bid and Presentation)

S	Evaluation Criteria	Max Score	Required Forms
	<b>Desk- Verification</b>		
A	<b>Past Experience of Agency/Organization</b>	<b>20</b>	
1	Past experience in the areas of conducting study/Research/Training/Evaluation projects in Maharashtra (Desirable in Tribal Area) .- a. One order in above mentioned sectors-----10 marks b. More than one order in above mentioned sectors----- 20Marks	20	Work Order from the Clients. (Summarized as per Format 6)

	<b>TRTI may contact the previous client of the agencies to ascertain the quality of work done under the previous assignment. Agency will also showcase the previous work in their presentation part. The decision of TRTI for ascertaining whether the past study is similar/relevant to the current one will be final and Binding on all.</b>		
<b>B</b>	<b><i>Resource Assessment</i></b>	<b>20</b>	
1	Quality of Key Personnel proposed to conduct the Study. Attach CV's of 5 dedicated staff who will be deployed in the Study including 1 Team Leader and 4 Research Analyst.	10	Prescribed Pro forma (Format 3)
2	Strategy Statement (Proposed Methodology/ Strategy survey pro forma, Indicative Timelines for Conducting the study.	10	Prescribed Pro forma (Format 7)
<b>C</b>	<b><i>Presentation</i></b>	<b>60</b>	
1	Technical Presentation before Evaluation Committee.	60	PPT
	<b>TOTAL</b>	<b>100</b>	

***The financial Bids of only those bidders will be opened who have scored more than 70% marks in the Technical Evaluation. Total number of Marks should be equivalent to 100.***

## Stage 2- Financial Evaluation

The Interested Bidders will have to submit their financial Bids online on e-tender portal as per the prescribed format on the portal itself.

## Stage 3- Quality cum Cost Based System (QCBS) Evaluation

### QCBS Evaluation-

1. The Evaluation Methodology proposed to be adopted by TRTI PUNE will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Evaluation Score will get a weightage of 80% and Financial Bid Score a weightage of 20%
2. The Marks scored in the Technical Evaluation will be added to the marks obtained in the Financial Evaluation and a list of preferred bidders will be obtained.

**The total Scores will be calculated as follows-**

**A. TS (Total Score) = Score obtained in the Technical evaluation (TES) + Score obtained in the Financial Evaluation (FES) (As per the Weightage defined) Selection Method: Quality Cost Based System (QCBS)**

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology. The weightage of Technical Score to Financial Score would be in the ration of **80: 20**. Kindly refer the illustration below for understanding of the evaluation process

### ILLUSTRATION

The following is the procedure for evaluation for the award of tender:

The technical and financial scores secured by each bidder will be added with weight of 80:20 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = TS * 0.8 + FS * 0.2$$

Where

CTFS is Combined Technical and Financial

Score; TS = Technical bid Score;

FS = Financial bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider

### Stage 1: Technical Bid Evaluation ( TS)

Bidder Details	Technical Marks obtained	Applying weightage of 80% to the TS
Bidder 1	95	$95 * 0.8 = 76$
Bidder 2	87	$87 * 0.8 = 69.6$
Bidder 3	68	Will not be assessed
Bidder 4	79	$79 * 0.8 = 63.2$

\*Since the eligible Technical Score should be 70 and above



## Stage 2 : Conversion of Financial Bid Amount to Score (FS)

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	150000	$110000/150000 * 100 = 73.33$	$73.33 * 0.2 = 14.66$
Bidder 2	130000	$110000/130000 * 100 = 84.61$	$84.61 * 0.2 = 16.92$
Bidder 4	110000	$110000/110000 * 100 = 100$	$100 * 0.2 = 20$

LFB – Lowest Financial Bid F – Quoted Amount

## Stage 3 : Combined Technical and Financial Score ( CTFS) with weightage of TS:FS as 80:20

Bidder Details	Technical Score- TS ( after applying 80% weightage)	Financial Score- FS ( after applying 20% weightage)	CTFS TS+FS =
Bidder 1	76	14.66	87.99
Bidder 2	69.6	16.92	86.52
Bidder 4	63.2	20	83.2

### \*Contract would be awarded to Bidder 1

The Bid, that obtains the highest Total Score, will be rated as the **Preferred Bidder**

## 12. Instructions to Bidder(s) About the RFP document

- This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s)
- The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal.
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP, next bidder with highest score will be considered.

## 13. Procedure for Submission of Bids

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking the Rapid Assessment study by ensuring submission of documents and the EMD, on the any

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Modifications. Revisions. Interlineations, erasers or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

**The proposal should carry following documents as per Key submission guidelines.**

Tender (s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts. i.e. Technical Bid (Part A) and Financial Bid (Part B)

Key Submissions / Document(s) Checklist

1. Covering Letter (Format-1)
2. Self-Declaration for not being blacklisted by any State/ Central Govt. Dept./ PSU. (Format-2)
3. Self-Certificate for having details of qualified manpower for conducting study. (Format-3)
4. Affidavit- Cum Declaration (On a stamp paper of Value Rs. 500/-) (Format-4)
5. Organization Profile (Format-5)
6. Details of the Relevant / similar assignments undertaken by the Bidder. - (Format-6)
7. Strategy Statement (Format-7)
8. EMD of Rs. 2,00,000/- online on etenders.hry.nic.in. Please note that EMD should be paid before uploading the formats on e-tender portal. Details pertaining to EMD paid should be entered in **Format-I.**
9. CV's of five key personnel to be involved in the Study.
10. Financial Bid (to be submitted online on e-tender portal as per the prescribed format)
11. Schedule of Payment

The Payment Milestones for conducting the Rapid Assessment study in the State of Maharashtra areas indicated below-

Sr. No.	Project Activity	Payment
1.	On Signing of Agreement	20%
2.	On submission of Inception Report	20%
3.	On Submission of Draft Report	40%
4.	On submission and acceptance of Final Report	20%

1. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Draft Report and Final Report.

2. Payment shall be released within 10 days of invoice raised by the agency.

#### 14. Performance Bank Guarantee:

Within 10 days from the date of letter of Invitation (LOI) from TRTI PUNE, the successful agency shall furnish the Performance Bank guarantee (PG) of an amount equal to 10% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized/Scheduled Commercial Banks in India for the due performance of the assignment. The Performance Guarantee shall be for a period of Three (03) months.

Refund of PG - The PG shall be refunded within three months from the date of successful completion of the assignment ( 03<sup>th</sup> month)

Forfeiture of PG-PG shall be forfeited in the following cases-

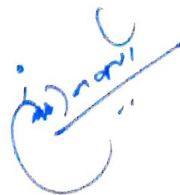
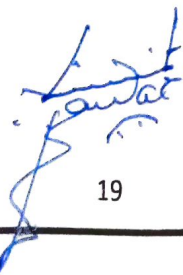
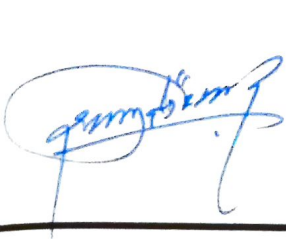
- When any terms and condition of the contract is breached.
- When the selected bidder fails to commence the services or fails to provide deliverables after partially executing the purchase/ work order.

### 15. Other Terms and Conditions

1. TRTI PUNE reserves the right to accept or reject the bid without assigning any reasons.
2. Service Tax or any other tax as applicable shall be extra.
3. TRTI PUNE shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
4. The Agency shall have to execute project on time after getting confirmation/ work Order/Agreement from TRTI PUNE as per the given time limits.
5. TRTI PUNE may seek for any other information from the interested bidder in the form of documents, etc, if it deems appropriate for the purpose of Technical Evaluation.
6. All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the TRTI PUNE will be borne entirely and exclusively by the Bidders to a maximum of three meetings. In case of additional meetings TRTI PUNE will bear the cost on reimbursement basis.
7. TRTI PUNE reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the corrigendum issued after the conduct of Pre-Bid Meeting.
8. TRTI PUNE may assign additional research work order with an increased sample of similar marginalized section of the society on a pro-rata basis.

### 16. Confidentiality of Information

- a. The selected Agency shall not share the data of study during the study /till submission of final report, with any other agency.



**FORMAT-1**

**(Converting Letter)**

[On the letterhead of the organization]

To,

**THE COMMISSIONER**

**TRTI PUNE**

Sir,

Please find enclosed Copy of our Proposal in respect of the RFP issued by TRTI PUNE dated \_\_\_\_\_ Request For Proposal(RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the " Request For Proposal(RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan" for TRTI PUNE

We here by confirm that-

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. EMD for an amount equal to Rs. 2,00,000/- (Rupees Two lakhs only) online on \_\_\_\_ Details are as

below.UTR Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Date \_\_\_\_\_

5. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to TRTI PUNE, is true, accurate, and complete.
6. We acknowledge the right of TRTI PUNE to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

7. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
8. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
9. We have not directly or indirectly or through an agent engaged or indulged in any Corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. It is hereby confirmed that I/We are entitled to act on behalf of \_\_\_\_\_ our company/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

**Yours Sincerely,**

**For and on behalf of –**

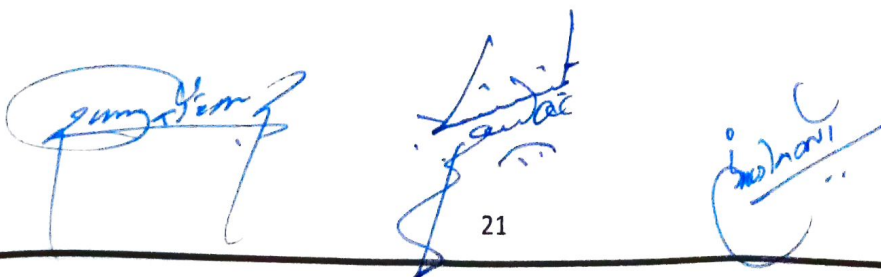
**Signature –**

**Name –**

**Designation -**

**Date - (Company Seal)**

**(Authorized Representative and Signature)**



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**FORMAT - 2**

**(Self-Declaration for not being blacklisted by any State/Central Govt. Dept./PSU)**

(On Rs. 500 Non-Judicial Stamp Paper - Submit separate declaration)

[Date]

**To,**

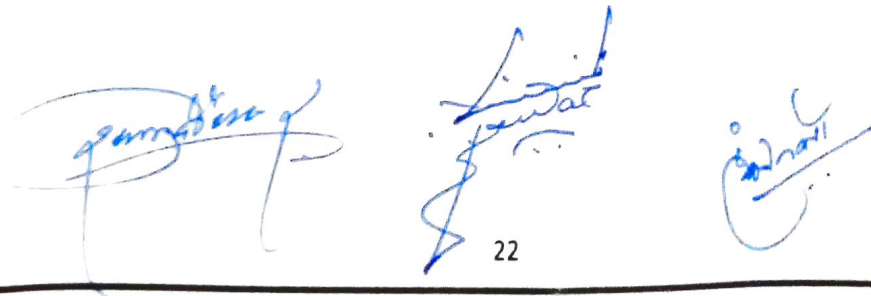
**THE COMMISSIONER**

**TRTI PUNE**

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as an representative(s) of M/s \_\_\_\_\_ I/We hereby declare that our Company/Organization \_\_\_\_\_ is having unblemished past record and has not been declared blacklisted or ineligible to participate for bidding due to breach of general or specific instructions, corrupt/ fraudulent or any other unethical business practices.

**Yours faithfully,**

**Authorized Signatory**



Three handwritten signatures in blue ink are present at the bottom of the page. The first signature on the left is a large, stylized cursive signature. The middle signature is also cursive and appears to be 'S. J. Pawar'. The third signature on the right is a smaller, more compact cursive signature.

**FORMAT - 3**

**(Self-Certificate for details of qualified Manpower/Employee)**

[On the letterhead of the organization]

Sir,

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as an Authorized Representative(s) of

M/s. \_\_\_\_\_, I / We hereby declare, as on date of submission of the proposal have following are the details of the staff who are proposed to be deployed under the assignment

A. Details of Staff engaged for the Rapid Assessment/Research/Training/Evaluations, etc.

CVs may be enclosed.

**For and on behalf of -**

**Signature - Name - Designation- (Company Seal)**

**(Authorized Representative and Signatory)**

*(CV of five Resource Person to be provided)*

FORMAT - 4

AFFIDAVIT-CUM-DECLARATION

(ON A STAMP PAPER OF VALUE Rs. 500/-)

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ aged \_\_\_\_\_ years, resident of \_\_\_\_\_, do hereby solemnly declare and affirm as under.

1. That I am the Director/ Authorized person of M/s. \_\_\_\_\_

2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by TRTI PUNE and I hereby submit the proposal for \_\_\_\_\_

3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.

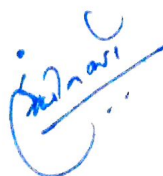
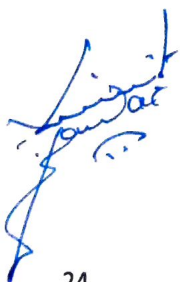
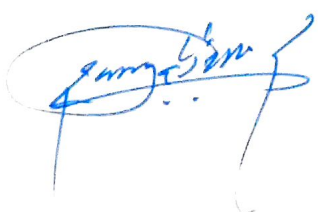
4. No order of blacklisting passed by the Central Government/ State Government/Semi-Govt./Private Organization / PSU is in operation against me / us as on date.

5. I/We accept all the terms and conditions set out in the RFP dated \_\_\_\_\_ issued by TRTI PUNE. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, TRTI PUNE shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at \_\_\_\_\_ On this \_\_\_\_\_ day of \_\_\_\_\_ that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)





**FORMAT - 5**

**(ORGANIZATION PROFILE)**

[On the letter head of the organization]

1	Name of Agency & Address-	Proofs of documents
2	Type of Agency-Registered under Company Act-1956 and Amendment 2013/Bombay Public Trust Act-1950/ Societies Registration Act-1860	Proofs of documents
3	Average Annual turnover should be minimum <b>Rs.50 lakh</b> (i.e.2018-19,2019-20,2020-21)	Proofs of documents
4	GST No and PAN No.	Proofs of documents
5	Experience Details i.e. Work Completion Certificate, Invoices, Work Orders, etc.	Proofs of documents
5	Name of contact person Contact number, Email Id, etc	

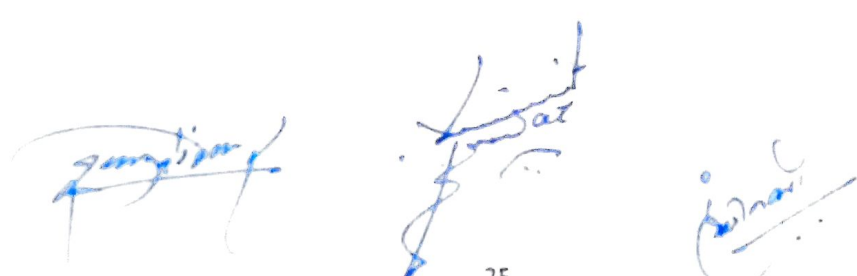
For and on behalf of

—

**Signature - Name -**

**Designation - Date - (Company Seal)(Authorized**

**Representative and Signatory)**



**FORMAT - 6**

**(DETAILS OF THE RELEVANT ASSIGNMENTS UNDERTAKEN BY THE BIDDER)**


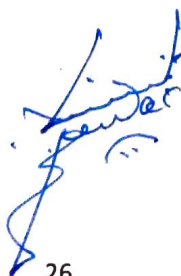
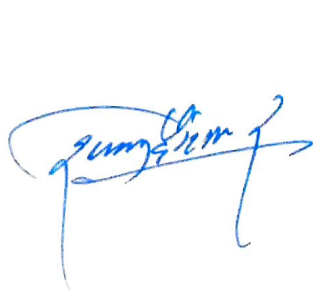
[On the letter head of the organization]

Research/Training/Evaluation Projects Name -	
Name of the Client -	
Approx. Value of the Contract -	
Total number of Staff-months of the Assignment	Location & Address -
Start Date (Month/Year) -	Duration of Assignment (months)
Narrative description of Project -	

**For and on behalf of**

**-Signature- Name- Designation- Date- (Company**

**Seal)(Authorized Representative and signatory)**



**FORMAT - 7**

**(FORMAT FOR STRATEGY STATEMENT)**

Rationale for conducting Assessment

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Description of the approach and methodology for the project

Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

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Detailed Work plan for performing the assignment

Bidder to provide detailed activity and resource schedule for the entire work plan for the project

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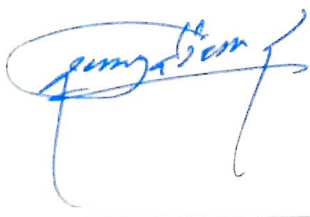
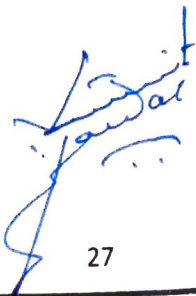
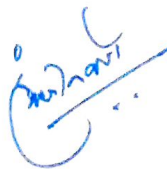
\*\*\*\* Use Extra sheets if required

(The vision document will be assessed as a part of the Technical Evaluation Exercise)

**For and on behalf of -**

**Signature- Name- Designation- Date- (Company Seal)**

**(Authorized Representative and Signatory)**

**FORMAT - 8**

**(FORMAT FOR FINANCIAL BID)**

**As per the Financial Bid Document available on the e-tender portal.**

**(To be submitted By Bidder on letterhead)**

**Commercial Bid for Selection**

**The  
Commissioner,  
TRTI**

**Subject: Commercial Bid for "Request For Proposal (RFP) for Selection Of Agency For Conducting Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. of Maharashtra to carry out Community Forest Resource Management Plan."**

Reference: Tender No. ....

Respected Sir,

I/We here by offer to submit the Commercial Bid as a "Request for Proposal (RFP) for Selection Of Agency For Conducting Assessment Of NGOs and Gramsabhas Supported by Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan.

I/We have read, and understood the contents of the tender and further state that I/We unconditionally accept and abide by the terms & conditions specified there in.

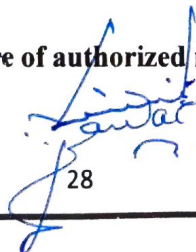
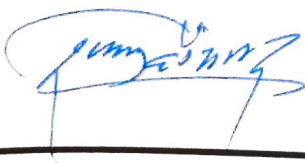
I/ We submit the Commercial Bid as under:

Sr. No.	Details	Service Charges (Rs.)	
		Amount (Rs.)	In words
1.	<b>Request For Proposal(RFP) for Selection Of Agency For Conducting Rapid Assessment Of NGOs and Gramsabhas Supported By Tribal Development Department, Govt. Of Maharashtra to carry out Community Forest Resource Management Plan.</b>		

**Note: Applicable Taxes will be in addition to the above total cost, as shown.**

**Date:**

**Name,  
Designation and  
Signature of authorized representative of the Provider / Company**



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