

 <p>ASSAM PROJECT ON FOREST &amp; BIODIVERSITY CONSERVATION</p>	<p><b>PROJECT MANAGEMENT UNIT (PMU)</b> <b>Guwahati Assam</b></p> <p>--</p> <p><b>Request for Expression of Interest</b></p> <p>--</p> <p><b>Consultancy Services: National Technical Advisor (TA 5)</b></p> <p>--</p> <p><b>Procurement Package No. PM-C-TA-NS- -2/42-A-i</b></p>
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1. The Government of India has obtained a loan from the French Development Agency (AFD) and will be passed on to the Government of Assam as per statutory provisions to finance the Assam Project on Forest and Biodiversity Conservation (APFBC). The main objective of the Project is to enable sustainable forest management and biodiversity conservation in Assam through multi-layer integrative planning involving participation of forest dependent communities and focusing on poverty alleviation by exploring livelihood alternatives. Please visit website [www.apfbcs.nic.in](http://www.apfbcs.nic.in) for more details on the project.
2. The APFBC Society, the implementing agency for the Project, will use part of the funds to contract the services of a Technical Adviser to the Project Management Unit of the Society in implementation of project components and activities there in. The Technical Adviser is required in (a) Coordination and monitoring consultancy services for their optimizing outputs, (b) Consolidation of strategic planning and training components for maximizing outputs and outcomes and (c) Analysis of outputs and outcomes of the present project, identify gaps and prepare 2nd phase of the project to address these gaps covering existing components, introducing innovative components as per need.
3. The duration of the assignment is for 12 person months or co-terminus with the project period. The expected date of commencement of the assignment is April 2016.
4. The location of the Technical Advisor is the State of Assam with a permanent base in Guwahati.
5. The APFBC Society invites Expression of Interest to provide National Technical Advisor from eligible and interested Firms having relevant project experiences. The EOI in the prescribed format as given at website [www.apfbcs.nic.in](http://www.apfbcs.nic.in) should provide adequate information indicating their credentials and qualifications, competence and resources available (brochures, description of similar consulting services, experience in similar conditions, number of officers / Staff available and availability of appropriate skills among staff, infrastructure available and balance sheet of the last three years.
6. Willing firms may submit CV meeting the required academic/ professional qualification/s, project related similar experience and overseas / country experience.
7. The firms should **not** have been blacklisted or debarred by Government of India and any State Government or public sector undertaking or autonomous bodies or funding agency during last five years. The bidders will provide an undertaking stating that they are not blacklisted or debarred during last five years by any donor or funding agency, Government of India or State Government, Public Sector Undertaking organizations in India.
8. Expression of Interests will be evaluated based on the afore said criteria and recruited through and in accordance with the procurement procedures in force i.e. the World Bank Guidelines of Procurement of Consultancy Services, 2011. Request for Proposals will be issued only to short listed organizations who have submitted their Expression of Interest.
9. Only the firms/joint ventures/consortia having experience and eligibility as per the criteria given below and the first 4 candidates in order of markings shall be considered for short listing in the light of the evaluation criteria approved by the competent authority.

*Handwritten signature/initials in blue ink.*

Evaluation criteria

Sr. No.	Information Sought	Total Marks
A)	Company Information	
i.	Company/ Consortium/ Association Partners	5
ii.	Turnover in last three years – 2012, 2013, 2014	10
iii.	No of Years of Experience of the Company providing technical consultancy in India/ Developing Countries(experience of lead partner + other JV members may be provided separately)	10
B)	Project Management Skills	
	5 no of Projects to be evaluated, each having 5 marks. Projects of comparable size and requirement will be given higher weightage (experience of lead partner + other JV members can be considered).	25
C)	Technical Expertise (professional staff) – Technical expert having experience in as per para 2 above. Short CV of Key Project staff that will be proposed for this project having relevant experience shall be provided. CV should not be more than 1 page.	35
D)	Experience in India and/or Developing Countries (on-going as well as completed projects)	10
E)	Experience in working for bi-lateral donor agency funded projects – such as AfD/ JICA/ ADB/ DIFID/ World Bank, IADB	5

10. Expression of Interest (1 original and 4 copies), in English language, must be delivered at the address below on before **on 7<sup>th</sup> March 2016 (by 3 pm)** and should clearly be identified: “Request for EOI for National Technical Advisor (TA 5) for the Project Management Unit of the Assam Project on Forest and Biodiversity Conservation”.

**Project Director – APFBC and Addl. PCCF (Biodiversity and Climate Change) Office of the PCCF and HoFF, Assam Forest Department, Rehabari, Guwahati. 781 008.**

**Email: pd.pmu.apfbc.nic.in**

## **Expression of Interest Forms:**

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D FINANCIAL CAPABILITY

Form 5



## Transmittal Letter for Expression of Interest

*[letterhead paper of the Applicant or  
partner responsible for a consortium,  
including full postal address, telephone  
no., and fax no.]*

Date:.....

To: **The Project Director**  
Project Management Unit, AFFBC Society  
Office of the PCCF and HoFF, Rehabari, Guwahati-781014  
e-mail <pd.pmu.apfbc@nic.in>

Sub: Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i  
**Submission of Expression of Interest of our organization**

Ref: Advertisement dated.....

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and short-listed by yourselves for the consulting services for the Assam Project on Forest and Biodiversity Conservation

2. Attached to this Expression of Interest are copies of original documents defining:

(a) The Applicant's legal status, registration details; and

(b) The place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the Board of Directors (for applicants who are partnerships or individually-owned firms).

3. The PMU, APFBC Society and Assam Forest Department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting



information, to provide such information deemed necessary to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.

4. The PMU, APFBC Society and its authorized representatives may contact the following for reference checks: (minimum 3)

1. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

1. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

3. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

5. This Expression of Interest is made with the full understanding that:

(a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;

(b) The PMU, APFBC Society reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage without giving any reasons, and reject all applications;

(c) The PMU, APFBC Society shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds or reasons for them.

7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

8. We hereby given an undertaking that our firm is blacklisted or debarred by any Central, State Government or Public Sector Undertaking and / or Autonomous body or externally aided project agencies during last five years.

9. We hereby submit all filled in prescribed proforma and attached documentary evidence in support of statements made in the proforma.

Signed

Name

For and on behalf of

## EXPRESSION OF INTEREST

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

### FORM (1)

#### A. General Information

All individual firms applying for pre-qualification and selection for short-listing are requested to complete the information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.

1	Name of firm	
2	Head office address	
3	Telephone	Contact
4	Fax	
5	Place of incorporation / registration Year of incorporation / registration	
6	Legal Status  Company / Trust / Society / Autonomous Body constituted by Govt./  Other – Specify	
7	Registration Details  Under which Act  Registration No.  Registering Authority  Place of Registration  Date	
8	Contact Details  Name  Designation  Coordinates	



	Telephone
	Cell
	Email
	Skype

*Board of Directors<sup>1</sup>*

Sr. No	Name	Nationality	Designation
1			
2			
3			
4			
5			

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<sup>1</sup> To be completed by all owners of partnership or individually-owned firms.

## EXPRESSION OF INTEREST FORM (2)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

### General Experience Record

Name of Applicant
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All individual firms are requested to complete the information in this form. The information supplied should be the annual profits after taxes, and they should be converted to Indian Rupees if they were not in Indian Rupees at the rate of exchange at the end of the period reported. Information in this Form shall be the same as the information on the corresponding items of "Financial Capability" (Form (5)).

<i>Applicants should not be required to enclose testimonials, certificates, and publicity material</i>
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Financial Data (related to activities of consulting services only)

(Unit: INR)

Year	Annual turnover	Profit after taxes
1		
2		
3		

### **EXPRESSION OF INTEREST FORM (3)**

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

#### **B. Particular Experience Record**

To qualify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the "Notice Inviting Expression of Interest". In addition, the information provided on the particular experience is used for ranking and selection of qualified applicants for short-listing.

On a separate page, using the format of Form (3a), the Applicant is requested to list all contracts in which consulting services were or are being provided by the Applicant for "Related Field Projects" during the last five (5) years. The information is to be summarized, using Form (3a), for each contract completed or under execution, by the Applicant or by each partner in case of Consortium. The value should be based on the currencies of the contracts converted into Indian Rupees, at the date of substantial completion, or for current contracts at the time of award.



### EXPRESSION OF INTEREST FORM (3a)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

#### Details of Consulting Services Contracts for Related Field Projects

Name of Applicant
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All individual firms are requested to provide the information in the following form.

Use a separate sheet for each contract/similar project experience.

	Serial Number of contract	Number ____ of total ____ contracts presented in Form (3a) by the Applicant	
1	Name of contract		
	Country where contract is executed		
2	Name of employer		
3	Employer's address and telephone number		
4	Special features of the project for which consulting services were provided under this contract		
5	Contract role (check one) <div style="display: flex; justify-content: space-between;"> <span>Sole contractor</span> <span>Subcontractor</span> </div>		
6	Value in specified currencies at completion, or at date of award for current contracts, · Total Contract Amount: _____ (amount & name of currency) · Sub-Contract Amount (if the role was sub contractor): _____ (amount & name of currency) · Responsible Contract Amount (if the role was partner in a consortium): _____ (amount & name of currency) _____ (percentage of share)%		
7	Date of award	Date of completion	
8	Total man months of service provided by the Applicant (or each party) and Contract/subcontract duration (years and months) _____ Man/months -----years -----months		
9	Person Months provided by the Applicant (or each partner) under this contract (Add rows for additional experts (and delete unnecessary rows) if more than one experts were provided in the same area of expertise)		
	Area of Expertise	Experts engaged in the area in the left	Total man/months provided by the expert in the left for this contract and duration
		Name & years of experience in the profession as of the time of assignment _____	Degrees/diploma and area of specialty as of the time of assignment _____
			_____ Man/Month From _____ to _____
			_____ Man/Month From _____ to _____

## EXPRESSION OF INTEREST FORM (4)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

### Personnel Capabilities

Name of Applicant
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In-house core competent skilled manpower is essential to contract execution. For specific areas of expertise essential to contract execution, the Applicants should provide the name of at least one employee (employed by the Applicant, i.e., on the payroll in the past one year) in any one of the specified areas of expertise. He/she shall meet the qualification requirements for his/her designated area of expertise that are stipulated in the Notice Inviting Expression of Interest. The data on their experience should be supplied in separate sheets using one Form (4a) for each.

1	Area of Expertise:			
	Name	Qualifications	Specialization	No of years of experience in relevant field
2	Area of Expertise			
	Name of the Employee			
	Name of the Employer			

### EXPRESSION OF INTEREST FORM (4a)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

#### Summary: Core Skilled Manpower

Name of Applicant
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Area of Expertise		
<i>Employee information</i>	1. Name	2. Date of birth
	3. Professional qualifications (Education-University and/or diploma, year of graduation or completion, degree or diploma earned; Publications; Association with professional societies, Professional certifications if any)	
<i>Present employment</i>	4. Name of employer	
	Address of employer Employed since : _____ (Month Year)	
	Telephone	Contact (manager / personnel officer)
	Fax	
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 10 years in reverse chronological order.  
Indicate particular technical and managerial experience relevant to the Project.*

From	To	Company / Project / Position / Relevant professional experience



### EXPRESSION OF INTEREST FORM (5)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

#### CURRICULUM VITAE (CV)

Position Title and No.	TA No.
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

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

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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 infor for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

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Language Skills (indicate only languages in which you can work): \_\_\_\_\_

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as per Terms of Reference 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  
Date

Signature

{day/month/year}

Name of authorized  
Date  
Representative of the Consultant  
(the same who signs the Proposal)

Signature

## EXPRESSION OF INTEREST FORM (6)

Assam Project on Forest and Biodiversity Conservation (APFBC)  
Consulting Services of Technical Adviser (TA-5)  
Procurement Package No PM-C-TA-NS-2/42-A-i

### Financial Capability

Name of Applicant
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*Applicants should provide financial information to demonstrate that they meet the requirements stipulated in the Notice Inviting Expression of Interest. Each applicant or partner of a consortium must fill in this form. If necessary, use separate sheets to provide complete banker information. A copy of the balance sheets and statement of profit and losses should be attached.*

Banker	Name of banker
	Address of banker
	Telephone Contact name and title
	Fax

*Summarize actual assets and liabilities in Indian Rupees equivalent (at the rates of exchange current at the end of each year) for the previous three years.*

Financial information in Indian Rupees equivalent	Actual: previous three years (use the accounting year of the applicant or partner)		
	Accounting Year 1	Accounting Year 2	Accounting Year 3.
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Sales			
Of which consulting services only			
6. Ordinary Profits			
Of which consulting services only			
7. Profits after taxes			
Of which consulting services only			

Please note: Attach audited financial statements for the last three accounting years (for the individual applicant or each partner of a consortium) or financial statements certified by a registered accountant and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

1. Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.