

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF FORESTS & WILDLIFE
A-Block, 2nd Floor, Vikas Bhawan,
I.P. Estate, New Delhi – 110002.
E-mail: pccf-gnctd@delhi.gov.in,
Website: <https://forest.delhi.gov.in>

No. F.4(408)/CF(HQ)/Store/Tree Transplantation/2025-26/551

Dated: 16/04/2026

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TREE
TRANSPLANTATION AGENCIES FOR GOVERNMENT AND PUBLIC USE IN
NCT OF DELHI**

1. Background

The Department of Forests & Wildlife, Government of NCT of Delhi (GNCTD), in accordance with the Tree Transplantation Policy, 2020 invites Expressions of Interest (EOI) from technically qualified and experienced agencies for empanelment to undertake transplantation of mature trees within the National Capital Territory (NCT) of Delhi.

Tree transplantation is a specialized technical activity requiring advanced machinery, trained manpower, scientific arboricultural practices, and long-term monitoring. The Department intends to empanel competent agencies capable of executing transplantation works in a safe, scientifically sound, and environmentally sustainable manner.

2. Objective

The objective of this EOI is to create a panel of technically competent agencies possessing the required equipment, expertise, and manpower for scientific tree transplantation.

The empanelled agencies shall be listed on the official website of the Department of Forests & Wildlife, GNCTD. Government departments, project proponents, contractors, private organizations, or individuals seeking permission for tree transplantation may engage any agency from the empanelled list.

Empanelment shall be based solely on technical evaluation. The Department shall not regulate the financial charges of transplantation services between the agency and the project proponent.

3. Definitions

For the purpose of this EOI:

Tree Transplantation – The process of relocating a living tree from one location to another using scientific methods ensuring survival.

Arborist / Arboriculturist – A qualified professional specializing in the care and management of trees.

Tree Girth – Circumference of the tree trunk measured at 1 meter above ground level.

Project Proponent – Any entity seeking permission for tree transplantation under applicable regulations.

4. Scope of Work

Empanelled agencies shall undertake tree transplantation works including but not limited to the following activities:

1. Preliminary inspection and feasibility assessment of trees proposed for transplantation.
2. Scientific planning of transplantation including identification of suitable receptor sites.
3. Pre-transplant preparation including root pruning, crown reduction where necessary, and root ball preparation.
4. Extraction of trees using mechanical tree transplantation equipment.
5. Safe lifting and loading of trees using cranes or specialized machinery.
6. Transportation of trees to designated transplantation locations.
7. Preparation of transplantation pits including soil conditioning and nutrient application.
8. Replantation and stabilization of trees including staking and structural support.
9. Irrigation arrangements including drip or tanker irrigation systems.
10. Application of soil amendments, fertilizers, and pest control treatments.
11. Post-transplant maintenance including watering, mulching, pest management, and structural monitoring.
12. Survival monitoring of transplanted trees.
13. Submission of periodic monitoring reports including geo-tagged photographs.

All activities shall conform to internationally accepted arboricultural standards and the provisions of the Tree Transplantation Policy, 2020.

5. Minimum Survival Requirement

The empanelled agency shall ensure a minimum survival rate of 80% of transplanted trees for a monitoring period of one (1) year from the date of transplantation.

If the survival rate falls below the prescribed threshold, the agency may be required to undertake corrective measures or bear penalties as determined by the Department.

6. Eligibility Criteria

Interested agencies must satisfy the following eligibility requirements.

6.1 Legal Status

The applicant must be a legally registered entity such as:

- Company • Partnership Firm • Proprietorship • Society / NGO

The entity must be registered under applicable laws of India.

6.2 Experience

The applicant must have successfully completed at least three (3) tree transplantation projects during the last five (5) years.

At least one project must involve transplantation of tree(s) having girth of 150 cm or above.

Experience certificates from client organizations must be submitted.

6.3 Machinery Requirement

The applicant must own at least one commercially manufactured tree transplantation machine capable of handling trees with girth of 150 cm or above.

Indicative machinery requirements include:

• Hydraulic tree spade machine • Crane with appropriate lifting capacity • Transportation vehicle / trailer • Water tanker or irrigation system • Soil preparation and excavation equipment
Relevant ownership documents, lease agreement (if applicable), and photographs of machinery must be submitted.

6.4 Technical Manpower

The applicant must employ qualified personnel including:

• Minimum one certified arborist / arboriculturist • Minimum one trained tree transplantation machine operator

Additional experts such as horticulturists, soil scientists, environmental specialists, or landscape professionals will be considered favorably.

6.5 Statutory Compliance

The applicant must possess valid PAN & GST registration

6.6 Financial Capacity

The applicant must demonstrate an average annual turnover of INR 1 Crore during the last three financial years.

Financial statements certified by a Chartered Accountant shall be submitted.

7. Monitoring and Reporting

The Department may conduct random inspections of transplantation sites.

The agency shall submit monitoring reports including:

• Number of trees transplanted • Survival status • Maintenance actions • Geo-tagged photographs

Reports shall be submitted monthly or as directed by the Department.

8. Penalties

The Department may impose penalties in the following cases:

• Violation of transplantation guidelines • Damage to trees due to negligence • Failure to maintain survival rate • Non- submission of monitoring reports

The penalty may extend up to INR 57,000 per tree (as per the Delhi Preservation of Trees Act, 1994), depending on the severity of the violation.

9. Evaluation and Empanelment Process

The evaluation process shall consist of two stages.

Stage 1 – Preliminary Scrutiny

Verification of eligibility criteria and submitted documents.

Stage 2 – Technical Evaluation

Eligible applicants will be evaluated on the following parameters.

Machinery – Maximum 40 Marks

- i. Transplantation Machine older than 5 years – 5 marks
- ii. Transplantation Machine less than 5 years old – 10 marks

Marks shall be awarded per machine subject to a maximum of 40 marks.

Financial Capacity – Maximum 20 Marks

- i. Minimum qualifying turnover – 10 marks
- ii. Additional turnover of INR 50 lakh – 2 marks

Maximum marks under this category shall not exceed 20.

Experience – Maximum 20 Marks

Five (5) marks shall be awarded for each completed tree transplantation project involving at least ten (10) trees including at least one tree having girth of 150 cm or above.

Technical Manpower & Methodology – Maximum 10 Marks

Marks shall be awarded based on availability of qualified manpower and proposed technical approach.

Presentation – Maximum 10 Marks

Applicants shall make a technical presentation before the Evaluation Committee explaining their experience, methodology, equipment, and implementation plan.

10. Empanelment Period

The empanelment shall remain valid for a period of three (3) years from the date of publication of the empanelled list.

The Department reserves the right to review the performance of empanelled agencies and remove any agency in case of unsatisfactory performance.

11. Submission of EOI

Interested agencies shall submit their EOI in sealed cover or through the e-procurement portal when notified.

The envelope shall be clearly superscribed:

"EOI for Empanelment of Tree Transplantation Agencies – 2026"

The submission shall include the following documents:

1. Covering Letter
2. Legal registration documents
3. Machinery details
4. Technical manpower details
5. Experience certificates
6. Financial statements
7. Declaration and undertaking

12. Schedule of EOI Process

Publication of EOI:	27 April 2026 – 10 AM
Clarification of queries:	06 May 2026 – 05 PM
Last Date for Submission:	25 May 2026 – Up to 03 PM
Opening of EOIs:	28 May 2026 – 11 AM
Presentation/Demonstration:	08 June 2026 – 11 AM
Publication of Final Empanelled List:	07 July 2026 – 05 PM

The Department reserves the right to revise the schedule through corrigendum published on the official website.

13. Submission Address

The Office of Principal Chief Conservator of Forests –cum-HoD,
Department of Forests & Wildlife, Government of NCT of Delhi
A-Block, 2nd Floor, Vikas Bhawan,
I.P. Estate, New Delhi – 110002
E-mail: dcfpm.gnctd@delhi.gov.in

14. Conflict of Interest

Applicants must disclose any potential conflict of interest. Agencies involved in regulatory decision-making related to transplantation permissions shall not participate in execution of transplantation works.

15. Blacklisting

Any agency found guilty of submitting false information, engaging in fraudulent practices, or performing unsatisfactory work may be blacklisted by the Department.

16. Safety and Environmental Compliance

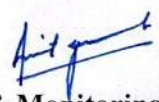
The agency shall ensure compliance with all safety standards and environmental regulations during execution of transplantation works.
All workers must use appropriate safety equipment and follow safe operating procedures.

17. General Conditions

1. The Department reserves the right to accept or reject any EOI without assigning reasons.
2. Empanelment does not guarantee award of work.
3. Allocation of work shall depend on departmental requirements.
4. Any attempt to influence the evaluation process shall result in disqualification.
5. The Department reserves the right to cancel the empanelment process at any stage.
6. Girth of plant will be measured as per provisions of DPTA, 1994.
7. The Department reserves the right to De-Empanel the agency in case of –
 - i. Serious breach of contractual obligations
 - ii. Failure to maintain minimum survival rate
 - iii. Submission of false information
 - iv. Negligence resulting in damage to trees etc.

18. Jurisdiction

All disputes arising out of this EOI shall be subject to the jurisdiction of courts located in the National Capital Territory of Delhi.


Deputy Conservator of Forests (Protection & Monitoring),
Department of Forests & Wildlife,
Government of NCT of Delhi