



Government of National Capital Territory of Delhi

Department of Forests & Wildlife

REQUEST FOR PROPOSAL

For

**Selection of Implementing Agency for Plantation &
Maintenance of Tree with High Density Plantation at SP Marg in Central Ridge
under West Forest Division**

Issued by:

Dy. Conservator of Forests
West Forest Division
Department of Forests & Wildlife
Govt. of NCT of Delhi
Mandir Lane, New Delhi – 110060

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The issue of this RFP document does not imply that the Department of Forests & Wildlife, GNCTD is bound to select an Applicant or to appoint the selected Applicant or Concessionaire, as the case may be, for the Project and the Department of Forests & Wildlife, GNCTD reserves the right to reject all or any of the Applicants or Bids without assigning any reason whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Department of Forests & Wildlife, GNCTD or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Department of Forests & Wildlife, GNCTD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. INTRODUCTION

Department of Forests & Wildlife, GNCTD

The Department of Forests & Wildlife, Government of NCT of Delhi, is entrusted with the protection, conservation, and ecological restoration of forest areas across the National Capital Territory. The Delhi Ridge, forming part of the Aravalli ecosystem, plays a vital role in maintaining environmental stability, improving air quality, supporting biodiversity, and acting as a natural carbon sink for the city.

In line with its mandate, the Department has been undertaking targeted interventions to restore degraded forest patches through scientifically driven approaches. One such approach is the Miyawaki method of afforestation, which enables the rapid development of dense, native, and self-sustaining forest ecosystems in urban and peri-urban landscapes.

To strengthen these efforts and enhance the scale of ecological restoration, the Department proposes to implement plantation activities at S.P. Marg, Central Ridge or any suitable area measuring approximately 10 acres under the jurisdiction of the Department of Forests & Wildlife, GNCTD, to be finalized by the Department based on site suitability and administrative considerations, under a Corporate Social Responsibility (CSR) partnership model. This initiative aims to leverage private sector participation while ensuring that ecological integrity and long-term sustainability remain central to the project design and implementation.

About the Project Initiative

The proposed project focuses on the restoration of degraded forest land through high-density native plantation using the Miyawaki technique, with a defined maintenance period to ensure ecological establishment. The intervention aligns with broader environmental goals, including:

- Enhancement of urban green cover
- Improvement in biodiversity and habitat quality
- Contribution to climate resilience and carbon sequestration
- Strengthening of ecosystem services within the Ridge

About this Request for Proposal (RFP)

The purpose of this Request for Proposal (RFP) is to invite eligible and experienced agencies with a proven track record in ecological restoration, particularly Miyawaki plantation, to participate in the implementation of this project for a period of 3 years starting from FY 2026-27. The selected agency shall be responsible for end-to-end execution, including site preparation, plantation, maintenance, and monitoring over the project period.

This document outlines the scope of work, eligibility criteria, evaluation methodology, and contractual obligations, and is intended to enable interested agencies to prepare and submit their proposals in a structured and transparent manner.

2. NOTICE INVITING PROPOSAL (NIP)

The Department of Forests & Wildlife, Government of NCT of Delhi (GNCTD), hereby invites sealed proposals from eligible and experienced agencies for undertaking the work of **design, development, implementation, and maintenance of a high-density native forest plantation using the High-Density Plantation methodology at S.P. Marg, Central Ridge or any suitable area measuring approximately 10 acres under the jurisdiction of the Department of Forests & Wildlife, GNCTD, to be finalized by the Department based on site suitability and administrative considerations.** The project shall be implemented through a **Corporate Social Responsibility (CSR) funding mechanism**, wherein the selected implementing agency shall either mobilize CSR funding independently or collaborate with identified CSR partners, subject to approval of the Department.

The scope includes complete lifecycle responsibility, from site preparation and plantation to post-plantation maintenance for a defined period. The selection of the agency shall be based on the **Quality and Cost Based Selection (QCBS)** methodology to ensure that both technical competence and financial reasonability are adequately considered. Detailed terms, eligibility criteria, evaluation parameters, and contractual obligations are outlined in this RFP document.

Agencies are requested to study this RFP document carefully and checking their eligibility with the 'Document Checklist' and other criteria mentioned in the RFP before submitting their proposals in response to the call for RFPs. 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. Prospective agencies are requested to check the prequalification criteria before submission of proposal (both Technical and Financial).

3. KEY EVENTS AND DATES

Date of release of RFP through portal of Forest Department	05.05.2026 at 06:00 PM
Date of Pre-bid meeting	08.05.2026 at 12:00 PM
Last date/time for submission of the asked document in Hard Copy	13.05.2026 at 11:00 AM
Date and time of opening of Technical Bid/Presentation	13.05.2026 at 12:00 PM
Date and time of opening of Financial Bid	Will be notified

*May change subject to internal timelines

- The Hard Copy of asked documents shall be addressed and submitted to the DCF (West), Mandir Lane, Mandir Marg, New Delhi – 110060 along with soft copy on dcfwest.gnctd@delhi.gov.in
- The Pre-Bid Meeting/Presentation/Technical Evaluation shall be done in the office of DCF (West), Mandir Lane, Mandir Marg, New Delhi – 110060

4. BACKGROUND AND RATIONALE

The Delhi Ridge, forming part of the northern extension of the Aravalli hill system, is a critical ecological asset providing essential ecosystem services such as air purification, microclimate regulation, groundwater recharge, and biodiversity conservation. However, several stretches, particularly along S.P. Marg Central Ridge, have undergone ecological degradation due to anthropogenic pressures, invasive species proliferation, soil compaction, and lack of systematic restoration efforts. Traditional plantation approaches have often resulted in low survival rates and limited ecological impact due to insufficient density, poor species selection, and lack of sustained maintenance.

In this context, the High-Density Plantation method of afforestation offers a scientifically proven approach to rapidly develop dense, multi-layered, native forests that mimic natural ecosystems. This method significantly accelerates growth, enhances biodiversity, and improves soil health within a relatively short period. Given the financial constraints on public exchequer and the growing emphasis on private sector participation in environmental sustainability, the project is proposed under a CSR framework. This allows

leveraging external financial resources while ensuring that ecological objectives remain under the control and supervision of the Forest Department.

5. PROJECT DESCRIPTION

The proposed project involves the eco-restoration of approximately 10 acres of degraded forest land located along S.P. Marg in the Central Ridge or any suitable area under the jurisdiction of the Department of Forests & Wildlife, GNCTD, to be finalized by the Department based on site suitability and administrative considerations for an amount of Rs. 5 Cr. (approx.). The restoration will be undertaken using the High-Density Plantation or high-density plantation technique, which involves planting native species in a dense, multi-layered configuration to replicate natural forest conditions. The plantation density is expected to be in the range of 3–5 saplings per square meter, resulting in an estimated plantation of approximately 1,00,000 to 1,50,000 saplings, depending on final site conditions.

The project will be implemented in two major phases:

- i. Plantation Phase (up to 6 months), which includes site preparation, soil enrichment, and planting activities; and
- ii. Maintenance Phase (minimum 3 years), which includes watering, weeding, mulching, protection, and replacement of saplings to ensure a high survival rate. The final outcome is expected to be a self-sustaining, dense native forest ecosystem capable of supporting biodiversity and providing long-term ecological benefits.

6. OBJECTIVES OF THE PROJECT

The primary objective of this project is to restore degraded forest land in the Central Ridge using scientifically robust and ecologically sustainable plantation techniques. Specifically, the project aims to develop a dense, multi-layered forest ecosystem composed exclusively of native species adapted to the Delhi Ridge environment. This will contribute to enhancing biodiversity, improving habitat conditions for local flora and fauna, and strengthening ecological resilience against climate variability.

Additionally, the project seeks to improve ambient air quality and microclimatic conditions by increasing green cover and carbon sequestration capacity. Another key objective is to demonstrate the effectiveness of the High-Density Plantation method in urban forest restoration, thereby creating a replicable model for similar interventions across Delhi. The

project also aims to promote active participation of the private sector through CSR funding, thereby fostering collaborative environmental governance.

7. INSTITUTIONAL FRAMEWORK AND IMPLEMENTATION MODEL

The project shall be implemented through a structured institutional framework involving three key stakeholders:

- i. Forest Department, GNCTD, as the nodal authority;
- ii. Selected implementing agency, responsible for execution; and
- iii. CSR partner, responsible for funding.

A formal tripartite agreement shall be executed among these parties prior to commencement of work.

The Forest Department shall retain full ownership of the land and all assets created under the project and shall be responsible for approving technical plans, monitoring progress, and ensuring compliance with ecological standards. The implementing agency shall be responsible for preparing a detailed project report (DPR), executing all plantation and maintenance activities, and achieving prescribed survival and growth benchmarks. The CSR partner shall provide financial resources in accordance with applicable CSR guidelines and may participate in periodic reviews.

8. DETAILED SCOPE OF WORK

The scope of work encompasses all activities required for successful ecological restoration using the High-Density Plantation method. This includes

- **Pre-Implementation Activities**

- a. **Detailed site survey and mapping:** This involves a comprehensive physical assessment of the project area before any intervention begins. The agency must carry out topographic mapping (levels, slopes, drainage paths), identify existing vegetation, rocky patches, compacted zones, and anthropogenic disturbances. GIS-based mapping and geo-referencing are desirable. The survey should also demarcate plantation zones, pathways (if any), and infrastructure requirements.

- b. **Soil testing (physical, chemical, biological parameters):** The agency shall collect representative soil samples and test for parameters such as texture (sand/silt/clay), pH, organic carbon, nitrogen, phosphorus, potassium, and microbial activity. This helps determine deficiencies and soil health status. Based on results, a soil improvement strategy (organic) must be prepared.
- c. **Preparation of micro-plan / plantation design:** A site-specific micro-plan must be prepared detailing layout, species distribution, pit spacing, irrigation layout, and phasing. It should include drawings, species lists, planting density, and implementation schedule.
- d. **Identification of native species mix (3–5 layers):**
 - i. Shrubs: Low-height species forming the ground layer, helping in soil stabilization and early ecosystem formation.
 - ii. Sub-trees: Medium-height species that grow faster and support vertical layering.
 - iii. Trees: Main structural species contributing to biomass and canopy development.
 - iv. Canopy species: Tall, long-living species forming the uppermost layer and ecological backbone.

- **Site Preparation**

- a. **Removal of invasive species (as per approved guidelines):** All non-native invasive species (e.g., *Prosopis juliflora*, *Lantana camara* where applicable) must be carefully removed without disturbing soil stability excessively. Disposal must follow environmental norms.
- b. **Debris clearing:** Removal of construction waste, plastics, stones, and other non-biodegradable material from the site.
- c. **Soil loosening (manual/mechanical):** Deep tilling (up to ~1 meter where feasible) to break compacted soil layers and improve aeration and root penetration.
- d. **Pit marking and layout planning:** Marking of planting spots based on density and design grid. Ensures uniform spacing and optimal plant distribution.

- **Plantation Design & Execution**

- a. **High-density plantation (3–5 saplings per sq. m.):** Plants are placed closely to simulate competition-driven natural growth, leading to faster vertical growth.
- b. **Species diversity (minimum 25–40 native species):** A mix of ecologically compatible native species must be used to avoid monoculture.
- c. **Scientific planting pattern ensuring:**
 - Multi-layer stratification: Plants arranged vertically across height categories.
 - Ecological compatibility: Species selected based on coexistence, water needs, and sunlight requirements.
- d. **Pit excavation and filling with enriched soil mix:** Each pit is filled with a scientifically prepared mixture of native soil, compost, biomass, and soil conditioners.

- **Soil Enrichment & Biomass Application**

- a. **Use of: Organic compost, Biomass and Mulch layers:** Organic inputs improve soil fertility and structure. Mulch reduces evaporation and controls weeds.
- b. **Microbial enrichment for soil regeneration: Application** of beneficial microbes (e.g., mycorrhiza, biofertilizers) to enhance nutrient cycling.
- c. **Moisture retention enhancement techniques:** Use of mulch, soil conditioners, and contouring to retain water.

- **Irrigation System Development through Sprinklers or Rain guns**

- a. **Design and installation of Drip irrigation / sprinkler system/Rain guns:** Efficient irrigation system tailored to site conditions.
- b. **Automated/manual watering system:** Depending on feasibility, system may be automated or manually operated.
- c. **Water conservation measures:** Rainwater harvesting, reuse of treated water, etc.

- **Protection & Infrastructure**

- a. **Chain-link fencing for entire site:** Physical barrier to prevent entry of animals and unauthorized persons.

- b. **Entry/exit control (if required):** Controlled access points for monitoring and maintenance.
 - c. **Protection from grazing and human disturbance:** Signage, guards, and barriers.
- **Maintenance & Upkeep (36 Months)**
 - a. **Watering and irrigation management:** Regular watering schedule adjusted seasonally.
 - b. **Weeding and soil aeration:** Removal of unwanted plants and loosening soil.
 - c. **Gap filling (replacement of dead plants):** Dead saplings must be replaced promptly.
 - d. **Pest and disease control (eco-friendly methods):** Use of organic pesticides and preventive care.
 - e. **Mulch replenishment:** Maintaining mulch layer for moisture and soil health.
- **Monitoring & Reporting**
 - a. **Monthly internal monitoring:** Regular site inspections by the agency.
 - b. **Quarterly reports to authority including:**
 - Survival percentage: Key performance indicator
 - Growth analysis: Height, canopy spread
 - Biodiversity indicators: Presence of birds, insects, etc.
 - c. **Geo-tagging of plantation area:** Use of GPS to record plantation locations.
 - d. **Final ecological impact assessment report:** Comprehensive report after completion covering ecological improvements.

9. ELIGIBILITY CRITERIA

To ensure selection of competent and experienced agencies, the following eligibility criteria are prescribed.

- The bidder must be a **legally registered entity such as a Company, NGO, Trust, or Section 8 organization** with a **minimum of five years of operational experience** in environmental or afforestation-related projects.
- The agency must have demonstrable experience in executing at **least two high-density plantation projects of comparable scale.**

- The agency must be **registered under CSR-1, enabling it to undertake CSR-funded projects**. Additionally, the bidder must not have been blacklisted or debarred by any government agency.

The detailed criteria are as follows:

a.	Experience: a) The applicant must have successfully or substantially completed similar works—such as creation, and maintenance of plantations or raising of saplings of forestry or plantation species—within the last 7 years (up to the last day of the month prior to application). Scanned supporting documents (as per points listed below) must be submitted. <i>(As per manual of Procurement of work 2022, 2025):</i> i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost; OR ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost; OR iii) One similar completed work each costing not less than the amount equal to 80% of the estimated cost. Substantially completed works means an ongoing work in which payment equal to or more than 90% of the present contract value has been made to the contractor in that ongoing contract and no proceeding of termination of contract on Contractor's default has been initiated. The credential certificate in this regard should have been issued not prior to 60 days of date of invitation of present tender.
b.	Turnover and Solvency: - a) Self-attested scanned copy of the Average Annual Financial Turnover during the last three years, ending 31st March of the previous financial year should be at least 30% of the estimated cost of the similar nature of work (duly audited by Chartered Accountant) on annual basis.

	b) Banker's Certificate from Commercial Bank or Net worth Certificate. a. Banker's Certificate (Solvency Certificate) of the amount equal to 40% of the Estimated Cost put to the Tender (ECPT) OR b. Net worth certificate of minimum 10 % of the estimated cost put to tender issued by certified Chartered Accountant with UDIN.
c.	Scanned copy of registration/Association with Government/Autonomous bodies for Horticulture/Forestry works.
d.	Pan Card and GST Registration Number: - a) Self-attested copy of PAN Card under Income Tax Act. along with last three years income tax returns filed with Income Tax Department. b) Self-attested copies of GST registration number with Challan of previous three months.
e.	An Undertaking on Rs. 100/- stamp paper (Affidavit issue date should be on/after floating of the tender) to the effect that the agency has not been blacklisted by any Government Department in earlier occasions.
g.	Scanned copy of Registration with Labor Department, ESI and EPF Registrations with last three months challan. The successful bidder has to submit the employee wise PF dues with their PF Account Numbers and their ESIC numbers along with duly verified documentary proof of payment of notified minimum wages made through ECS to labor engaged along with proof of payment of Service Tax.
h.	Scanned copy of mandatory information on wages to workman (Not for financial evaluation) in the format specified in Tender application Form as prescribed by the Finance Deptt., Govt. of NCT of Delhi, vide its OM No. F.16/3/2011-ACDS-III/741-749 dated 14-06-2011.
i.	Scanned copy of signed terms and condition by contractor.
j.	An Undertaking on Rs. 100/- stamp paper (Affidavit issue date should be on/after floating of the tender) that you would not claim any arrears on account of increase in minimum wages, if any, and would yourself bear the burden of payment of increased wages to your labors.

10. SUBMISSION, RECEIPT AND OPENING OF BID

Both Technical and Financial Bids shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency. The person who signed the Bid must initial such corrections. Submission of letters for both Technical and Financial Bids should respectively be in the format of TB & FB given in the RFP.

An authorized representative of the agency shall initial all pages of the original Technical Bid. **The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign.** The signed Technical and Financial Bids shall be marked "ORIGINAL.

a. Agency must Submit:

- **Technical Bid:**

The Technical Bids shall be submitted Tender Box placed at -----

- **Financial Bid:**

The Financial Bid should be submitted in separate sealed envelope in Tender Box placed at -----

Any Indication of 'Quoted Price' in the technical Bid Documents shall lead to rejection of the Bid outright.

b. Bid Evaluation

From the time the Bids are opened to the time contract is awarded, the agency should not contact the Department on any matter related to its Technical and/or Financial Bid. Any effort by agency to influence the Department in the examination, evaluation, ranking of Bid, and recommendations for award of contract may result in the rejection of the agency Bid.

The Department has constituted a 'Tender Evaluation Committee' (TEC) which will carry out the entire evaluation and award process.

The TEC shall evaluate the Technical and Financial Bids and other standard forms on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in the RFP Terms and Conditions.

c. Confidentiality

Information relating to evaluation of Bid and recommendations concerning awards shall not be disclosed to the agency which has submitted the Bid or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any agency of confidential information related to the process may result in the rejection of its Bid and may be subject to the provisions of anti-fraud and corruption policy of the Government.

d. Evaluation criteria

i. List of Documents

As per checklist at Annexure – 1.

ii. Technical Evaluation Criteria

TEC appointed by the Department will carry out the evaluation of Bids based on the following evaluation criteria and point system. If required, the Department may seek specific clarifications from any or all Agency(s). Each evaluated Bid will be given a technical score as detailed below. The total marks against which the Agency's submission will be evaluated is 100.

S. No.	Sub-Criteria	Detailed Evaluation Parameters	Marks
1	Experience in High Density Plantation / High-Density Plantation Projects	Number of completed High Density Plantation / high-density afforestation projects (last 5 years), supported by work orders & completion certificates: • 1–2 Projects = 5 Marks • 3–5 Projects = 10 Marks • More than 5 Projects = 15 Marks	15
2	Years of Relevant Experience	Experience in afforestation / ecological restoration: • 5–7 years = 5 Marks • 8–10 years = 10 Marks	15

		• More than 10 years = 15 Marks	
3	Past Performance (Survival Rate & Project Outcomes)	Based on submitted performance certificates / third-party validation: • Survival rate 70–80% = 5 Marks • 80–90% = 10 Marks • More than 90% = 15 Marks	15
4	Technical Manpower & Expertise	Number of qualified personnel (Foresters, Botanists, Environmental Experts) on payroll: • 1-3 Experts = 5 Marks • 4-6 Experts = 10 Marks • More than 6 Experts = 15 Marks	15
5	Experience in Government / Forest Department Projects	Experience with Government / Forest Departments / MoEFCC: • 1 Project = 5 Marks • 2–3 Projects = 10 Marks • More than 3 Projects = 15 Marks	15
6	Financial Strength (Average Annual Turnover – Last 3 Years)	• Rs. 1.5–2 Crore = 5 Marks • Rs. 2–5 Crore = 7 Marks • More than Rs. 5 Crore = 10 Marks	10
7	Methodology & Technical Approach (DPR / Proposal Quality)	Evaluation based on submitted technical proposal covering: Site understanding & micro-plan, Species selection & ecological suitability, Soil preparation & irrigation strategy, Maintenance plan Marks allocation: • Average = 5 Marks • Good = 10 Marks • Excellent = 15 Marks	5
8	Presentation & Understanding of Project	Evaluation based on presentation before the committee:	10

		• Understanding of site conditions (Central Ridge ecology, constraints) • Clarity of methodology and implementation plan • Quality of plantation design explanation (species mix, layering, density) • Feasibility and practicality of execution strategy • Ability to respond to queries effectively Scoring: • Poor (unclear, generic, weak responses): 1–2 Marks • Average (adequate understanding, moderate clarity) = 3 Marks • Excellent (clear, site-specific, technically sound, confident responses) = 4–5 Marks	
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To become eligible for shortlisting, the bidder must secure at least fifty percent (50%) marks against each technical evaluation criteria and Sixty percent marks in aggregate in the technical evaluation criteria.

iii. Financial Evaluation Criteria

As per Form FB-2. Quantities of items are tentative and for evaluation of financial Bid only. The scope of work may vary as per requirement.

e. Composite Bid Evaluation Methodology

Evaluation of Bids shall be done under combined Quality- cum- Cost Based System (QCBS). Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 70% while the Price Bid evaluation shall be allotted the weightage of 30%. The agency scoring the highest combined score will be declared H-1. The detailed methodology is described below.

The TEC constituted by Department will carry out the technical evaluation of Bid based on the above evaluation criteria and points system. Evaluators of Technical Bid shall have no access to the Financial Bid until technical evaluation is concluded. Each evaluated Bid will be given a technical score.

f. Normalization of technical Bid scores

The Agency with the highest technical marks would be taken as the base / reference for arriving at Technical Score for each technically qualified Agency. The Technical Score for the Agency with highest Technical Marks (out of 100) would be taken as 70 and the Technical Score for other technically qualified Agency will be scaled proportionally. The following example illustrates the proposed methodology for arriving at Technical Score of the Agency:

Bid	Technical marks (assumed)	Technical Score
A	92/100	$70 \times 92/92 = 70.00$
B	80/100	$70 \times 80/92 = 60.86$
C	40/100	$70 \times 40/92 = 30.43$

The Price Bid shall be opened for technically qualified Agency only. The following methodology shall be adopted for evaluation of quoted price of Agency who qualify in the technical Bid evaluation.

g. Normalization of financial Bid scores

The minimum quoted price among the technically qualified Bids will be taken as base/reference rate for arriving at the evaluated marks for each qualified Agency. The evaluated marks for the lowest priced Agency in Price Bid shall be 30. The following example illustrates the proposed methodology for arriving at the Financial Score of the Agency:

Bid	Quoted rate (assumed)	Financial Score
A	INR 3 Cr	$30 \times 0.33 = 10$
B	INR 3 Cr	$30 \times 0.5 = 15$
C	INR 1 Cr	$30 \times 1 = 30$

The sum of the normalized Technical Score and the normalized Financial Score as detailed above shall be the Total score for the Agency. The Agency with the highest Total Score shall be declared H1

h. Award of Contract

After finalization of the selection process, the department shall issue a Letter Of Intent (LOI) to the selected Agency. The Agency will sign the contract after fulfilling all the formalities/pre-conditions, etc.

11. GENERAL TERMS & CONDITIONS

1. Material / data provided for the activities are confidential in nature. The Agency shall not share the data with any person without the written permission of the Department. A certificate regarding non-sharing/informing confidential data to third party is to be given by the Agency along with Technical Bid.
2. At the time of submission of Bid, the Agency has to ensure that each page is duly signed by the Agency or his duly authorized representative. In case the Bid is signed by the authorized representative, a letter of authorization should be enclosed with the Bid.
3. The Agency should provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
4. Rates quoted by Agency shall be same till completion of works. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of assignment. The AGENCY should raise bills based on actuals. Omissions if any, in costing any item shall not entitle the AGENCY to be compensated and the liability to fulfil its obligations

5. The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
6. The Agency must be registered under relevant Laws/Acts of the country.
7. In case of any dispute arising, the decision of the department will be final.
8. Even though Agency satisfy the necessary requirements they are subject to disqualification if they have:
 - Made untrue or false representation in the form, statements required in the application document.
 - Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
9. Right to accept or reject any or all Bid:
 - Notwithstanding anything contained in this document, the department reserves the right to accept or reject any Bid and to annul the Selection Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
 - The Department reserves the right to reject any Bid if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Agency does not provide, the supplemental information sought by the Authority for evaluation of the Bid within the time specified by the Department. Misrepresentation/ improper response by the Agency may lead to the disqualification of the Agency. If such disqualification/ rejections occurs after the Bids have been opened and the highest ranking Agency gets disqualified / rejected, then the Authority reserves the right to consider the next best Agency, or take any other measure as may be deemed fit in the sole discretion of the Department, including annulment of the Selection Process.

12. FRAUD AND CORRUPT PRACTICES

1. The Agency and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this document, the Authority shall reject a Bid without being liable in any manner whatsoever to the Agency, if it determines that the Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited

Practices") in the Selection Process. In such an event, the Department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre- estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Department, in regard to this document, including consideration and evaluation of such Agency's Bid.

2. Without prejudice to the rights of the Department herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if a Agency, as the case may be, is found by the Department to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Agency shall not be eligible to participate in any Tender or Tender issued by the Department during a period of three years from the date such Agency or Agency, as the case may be, is found by the department to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
3. For the purposes, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or
4. save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the

Agreement, who at any time has been or is a legal, financial or technical Agency's adviser or the Authority in relation to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Agency with the objective of restricting or manipulating a full and fair competition in the Selection Process.

13. TECHNICAL BID-STANDARD FORMS

- Form TB 1: Letter of Bid submission
- Form TB 2: Agency's organization & experience
- Form TB 3: Information regarding any conflicting activities and declaration thereof.

14. TECHNICAL BID-OTHER UNDERTAKINGS

1. An undertaking stating that Agency/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
2. Undertaking stating that
 - "In the last three years, AGENCY has neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part."
 - An undertaking regarding non-disclosure/sharing of confidential information with third parties.

15. ADDITIONAL TERMS AND CONDITIONS

1. The agency would have to provide the deliverables in the committed time frames. If the Department directs any work to be done on short notice, then the agency would have to execute the work within few hours at short notices and if required even on holidays. The Agency shall follow the specifications as per requirement of the Department.
2. All designs, creatives, reports and other documents developed/submitted by the agency pursuant to this work order shall become and Agency in the property of the Department.
3. **Payments:** Payments for the project shall be made by the CSR funding agency in accordance with the tripartite agreement to be executed between the Department, CSR agency, and implementing agency. Payments shall be released in a phased manner linked to agreed milestones/stages of work. Payments shall be made as per approved rates and specifications. Any deviation or additional cost shall require prior approval of the Department and concurrence of the CSR funding agency.
4. **Conflict of interest:** The Agency is required to provide professional, objective and impartial advice and at all times hold the Department's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work. The agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Department, or that may reasonably be perceived as having this effect with another assignment/job of the Agency to be executed for the same or for another Employer.
5. **Force majeure:** Notwithstanding anything contained in the document, the Agency or the Department shall not be liable for compensation/liquidated damages or termination, if and to the extent that, it's delay in performance or other failures to perform its obligations under the work order is the result of an event of Force Majeure. For purposes of this clause "Force Majeure" means an event beyond the control of the Agency/Department and not involving the Agency's/Department's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the department regarding Force Majeure shall be final and binding on the Agency. If a Force Majeure situation arises, the Agency shall promptly notify to the Department in writing, of such conditions

and the cause thereof, within 3 days. Unless otherwise directed by the Department in writing, the Agencies shall continue to perform its obligations under the work order as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6. **Failure & Termination Clause:** Time and date of delivery and period of execution shall be essence of the work order. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the work order the Department may: -
 - Cancel the contract or a portion thereof by serving prior notice to the Agency.
 - The Department may take a decision to cancel the work order with immediate effect and / or debar / blacklist the agency prospectively for a period of 3 years or as decided by the Department or take any other action as deemed necessary.
7. **Agency code of conduct and business ethics:** Integrity Code shall strictly be compiled with, and everyone associated with the work shall observe the highest standards of ethical conduct and integrity, honesty and fairness, and shall work to the best of their professional judgments.
8. The Department shall not be held responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
9. The quantity/ requirement mentioned in the Financial Bid is indicative. Actual requirement may vary based on circumstances and payment will be made based on the unit price quoted. The Agency will be responsible for daily reporting on the key deliverables based on the parameters/KPIs as decided after finalization of engagement.
10. If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the work order, the Department would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties. The party agrees and undertakes that it shall not challenge the award made in pursuance of the aforesaid arbitration clause on the ground that

arbitrator was the nominee of the Department as per clause of the work order. The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re- enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

11. The Pr. Secretary (Environment & Forest) shall be the final Authority for settlement of any dispute and his/her interpretation of any clause / term / condition (s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Hon'ble High Court of Delhi.
12. The bidder shall quote rates on a per hectare basis as well as component-wise for each activity, including but not limited to site preparation, plantation, irrigation, maintenance, and other related works. The Financial Bid Submission Form shall clearly provide a detailed break-up of costs for each component of work, along with the total cost per hectare and the overall project cost. This structured financial presentation is intended to ensure transparency, facilitate ease of comparison among bids, and enable accurate and objective financial evaluation.
13. The selection of the implementing agency shall be carried out in accordance with the prescribed evaluation methodology, taking into account overall technical competence, past performance, methodology, and project requirements. While the financial evaluation shall identify the lowest quoted rate, the Department may, where considered appropriate, adopt such rate as a benchmark for award and engage agencies for execution of the work, subject to mutual agreement. The Department shall not be bound to accept any particular bid and reserves the right to accept or reject any or all proposals, or to apportion the work in a manner deemed fit, without assigning any reason, in accordance with applicable rules.

Form TB-1
LETTER OF BID SUBMISSION

To,

[Name and address of Department]

Dear Sir/Ma'am,

We, the undersigned, offer to provide the Assignment/job for “**Plantation & Maintenance of Tree with High Density Plantation at SP Marg in Central Ridge under West Forest Division**” in accordance with your Notice Inviting Tender dated and our Bid. We are hereby submitting our Bid, which includes this Technical Bid and Financial Bid.

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely

Authorized Signature [in full and initials];

Name and Title of Signature: Name of

AGENCY:

Address:

Date:

Form TB-2

AGENCY as Organization and Experience

- AGENCY as Organization**

[Provide here a brief description of the background of your organization/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the Agency, objectives of the Agency etc.]

- AGENCY's Experience and other details as mentioned in Technical Evaluation Criteria**

[Provide item-wise detailed information on each topic, as mentioned in) above titled 'Technical Evaluation Criteria' for which your Agency was legally contracted either individually as a corporate entity for carrying out Assignment/job similar to the ones requested under this Assignment/Job.

- No. of Events (Organizational Experience)**

S. No.	Name of Organization with complete communication n address.	Ord er No. and Date	Scop e of work	Date of award of contract & Contract Period	Value of Contract	Actual Date of Completion	Person/ Project authority who could be contacted for further information.

- Average Annal Turnover (in Rs. crores)**

Financial year	Average Annual Turnover
2021-22	
2022-23	
2023-24	

(Seal & Signature of AGENCY with Date)

Note: Please provide documentary evidence i.e. copies of proof of audited statement of annual Turnover, work order, contract and completion certificate for each of the above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the Bid.

Form TB-3

Information Regarding any Conflicting Activities and Declaration Thereof

[Are there any activities carried out by your Agency which are of conflicting nature as mentioned in this Tender, If yes, please furnish details of any such activities. If no, please certify]

“We hereby declare that our Agency is not indulged in any such activities which can be termed as the conflicting activities under this Tender. We also acknowledge that in case of misrepresentation of the information, our Bid/contract shall be rejected/terminated by the Department which shall be binding on us.”

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of AGENCY:

Address Date

Financial Bid-Standard Forms

- **Form FB-1:** Financial Bid Submission Form
- **Form FB-2:** Financial Bid for: Engagement of Agency to the Department of Forest, NCT of Delhi in the Activities for Plantation & Maintenance of Tree with High Density Plantation at SP Marg in Central Ridge under West Forest Division” – Filed BoQ

Form FB-1
FINANCIAL BID SUBMISSION FORM

[Location, Date]

To,

[Name and address of the Department]

Sir/Ma'am

We, the undersigned, offer to provide the event management services for [insert title of Assignment/job] in accordance with your Notice Inviting Tender dated [insert date] and our Technical Bid. Our attached financial Bid is for the sum of [insert amount(s) in words and figures]. This amount is inclusive of the applicable Taxes. We hereby confirm that the financial Bid is unconditional, and we acknowledge that any condition attached to financial Bid shall result in rejection of our financial Bid.

Our financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid indicated.

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

Yours Sincerely,

[Authorized Signature in full and initials]:

[Name and title of Signatory:]

[Name of AGENCY:]

Address:

Form FB-2

FINANCIAL BID SUBMISSION FORM

S.NO	ITEM OF WORK	QUANTITY	RATE PER UNIT	RATE PER HECTARE	TOTAL AMOUNT
Creation of Plantation of 1,20,000 Trees Saplings					
1.01	100% Organic grown Trees in High Density Plantation Method (Covering Flowering, Fruiting, Canopy, Timber & Shrubs including Transport to Site & Loading &	120000 per tree			
1.02	Plantation including Weeds Cleaning, JCB Work (soil Opening Work by JCB), Labour, Pits Making, Plantation, unloading, Nursery making & maintaining	120000 per tree			
1.03	Removal of Invasive Species	523 trees			
1.04	Chain Link fencing across complete site	10 Per acre			
1.05	Borewell, Water Irrigation System (Inc Drip, Sprinkler, Pipelines etc.)	10 Per acre			
1.06	Organic Biomass material mixing, Mulching, Bamboo Stick Support	120000 per tree			
1.07	Ecological & Environmental biodiversity development impact study (Inc team visit & Reporting)	lumpsum			
1.08	Providing and watering of plants with Sewage Treated water through water tanker of Horticulture features at the site of work. Water tanker having 5000-liter capacity with one labor for watering including cost of water, filling of tanker, watering the plants at various plantation sites with all leads and lifts as per direction of officer-in-charge. Watering to be done while undertaking plantation with 1 L of water per plant in well prepared water basin around each plant (including cost of water tanker and manpower) (2 times). The cost of water has been added for a distance leads upto 20 KM. 1 Lit of Water Per Plant x 60 Days x 1,20,000 plants / 5000 = 1440 nos of trips of water Tankers having capacity of 5000 Litres.	1440 Nos. of Trips			
Three Year Maintenance of Plantation of 1,20,000 numbers of Tree Saplings					
2.01	36 months Bharat Van maintenance starting from project start date (Inc. Daily Watering & Other Maintenance For Only Dense Forest.	1,20,000 For 3 years			
2.02	Providing and watering of plants with Sewage Treated water through water tanker of Horticulture features at the site of work. Water tanker having 5000-liter capacity with one labor for watering i/c cost of water, filling of tanker, watering at the site with all leads and lifts as per direction of officer-in-charge. As per watering schedule for first year maintenance, watering to be done to each plant in well prepared water basin with 1 L of water per plant (including cost of water tanker and manpower). 1 L of Water Per Plant x 1095 days (3 year) x 1,20,000 plants / 5000 = 26,280 Nos of trips of water tanker with capacity of 5000 Litres	26,280 Nos. of Trips			
Total					

Check list of Documents

The Bids shall be accompanied with the followings:

1	Agency registration certificate	Yes/No
2	Copy of past work Orders/ Self-certification	Yes/No
3	Copy of completion certificates along with value/Self- certification	Yes/No
4	Undertaking that the Agency / Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority	Yes/No
5	Authority Letter, if any	Yes/No
6	Duly Audited copy of Annual Accounts of Last 3 years	Yes/No
7	Undertaking regarding Non-Disclosure	Yes/No
8	Undertaking regarding non- failure to perform	Yes/No
9	Duly filled forms (as given in technical Bid & Financial Bid)	Yes/No
10	Certificate on years of Experience	Yes/No
11	Certificate declaring that the Company is not blacklisted	Yes/No
12	The details of work done	Yes/No