

ANNEXURES

Annexure I-Technical Proposal Covering Letter

Date:

From,
Name :
Address :
Ph :
Fax :
E-mail :

To,
**The District Forest Officer,
Thanjavur Forest Division,
Thanjavur-613403**

Sir,

Sub: Request for proposal for **“Consultancy Services For Preparation Of Detailed Project Report For Establishing Dugong Conservation Centre In Thanjavur Forest Division”**—Submission of Technical Proposal –Reg.

Ref: Your Tender Notice Dt.....

With reference to your tender notice, we submit herewith our sealed tender for the **“RFP for Consultancy Services for Preparation of Detailed Project Report for Establishing Dugong Conservation Centre in Thanjavur Forest Division”**.

We enclose the following documents:

- 1) RFP Document duly signed in each page with office seal and enclosed with Technical Proposal in token of accepting the Tender conditions.
- 2) Demand Drafts in favour of “District Forest Officer, Thanjavur ” towards the following:

Sl.No	Particulars	Amount(Rs.)
1	Tender Application Fee	1,000/-plus GST @18%
2	Earnest Money Deposit	

- 3) Authorization letter/Power of Attorney from the Tender for the person to sign the proposal (if required).
- 4) Details of the Tender (as/per Annexure-II)
- 5) The copy of certificate of incorporation/registration and copy of Memorandum and Articles of Association.
- 6) Copy of Registration Certificate (Form-C), in case of Partnership Firm.
- 7) Copy of PAN allotment Certificate/ PAN CARD issued by Income Tax Department in case of Indian Company.
- 8) Copy of GST Registration certificate.
- 9) The Auditor Certified Turnover statement with Annual Report/certified copies of

Balance Sheet, Profit & Loss statement for the last 3 consecutive financial years
i.e.2018-19,2019-20 and 2020-21.

- 10) Form for Technical Eligibility as per Annexure –IV (a)
- 11) Relevant experience of the Company/Firm as per Annexure-IV(b)
- 12) Approach to work plan and methodology as per Annexure -V
- 13) CVs of the personnel to be deployed as per Annexure-VI
- 14) Team composition and tasks assigned as per Annexure – VII
- 15) Declaration for not having black listed either by Tamil Nadu Forest
Department or by any other Govt. agencies as on date (as per Annexure-VIII).
- 16) Notarized translated English version of the documents in a language other
thanEnglish/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

Annexure II –Details of the Tender

Sl. No.	Particulars	Description/Details
A	Name of Tender	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	Incorporation Details	
	Incorporation Number	
	Date of Incorporation	
	Authority	
D	Name of Authorized Signatory	
	Position	
	Telephone	
	Fax	
	Mobile	
	Email	
E	Address of office in Tamil Nadu (if any)	

Annexure III–Annual Turnover Certificate

ANNUAL TURNOVER CERTIFICATE

The Annual turnover of M/sfor the past five years are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover (Rs. in lakhs)	Net Profit
1)	2017-2018		
2)	2018-2019		
3)	2019-2020		
4)	2020-2021		
5)	2021-2022		
	Total		
Average annual turn over			

DATE:

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT

(With seal and Address)

Annexure IV (a) –Format for Firm’s Technical Eligibility

	Project Details	Relevant Sector	Consultancy Assignment Duration	Project Cost	Remarks, if any
1.	(Client ,Type of Assignment, Contact nos.)		(Start : mm/yy End: mm/yy)		
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SIGNATURE OF THE TENDERERDATE

Annexure IV (b)–Format for Firm’s Relevant Experience for Technical Evaluation

Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications

(Using the format below, provide information on each reference assignment for which your Firm / entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

Sl. No.	Name of the client	Relevant Sector	Project Cost	Brief Details of scope of Work/nature of assignment	Year

SIGNATURE OF THE TENDERER DATE

Annexure V–Description of Approach, Methodology & Work plan

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN

(Understanding of Project)

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The Tenderer should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The Tenderer should highlight the problems to be addressed along with their importance and explain the technical approach the Tenderer would adopt to address them. The Tenderer should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: The Tenderer should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan. A list of the final documents, including reports, presentations, data, etc. to be delivered as outputs, should be included here.

Note: Clear articulation, description and Extent of compliance to technical requirements specified in the scope of work to be submitted along with Strength of the Tenderer to provide services including examples or case studies of similar solutions implemented for other clients.

Annexure VII–Team composition and Tasks Assigned

TEAM COMPOSITION AND TASK ASSIGNED

Resource Category	Name of Staff with qualification &experience	Area of Expertise	Position Assigned	Tasks Assigned as part of the current assignment
Team Leader				
Team Member				

SIGNATURE OF THE TENDERER

Annexure VIII–Certificate

CERTIFICATE

Date:

Certified that M/s...../ the firm /company or its partners /shareholders have not been black listed by Tamil Nadu Forest Department or by any other Government Agencies in India as on date.

SIGNATURE OF THE TENDERER

(With seal and address)

Annexure IX–Declaration

Declaration Form

Date:

a) I/We..... having our office at
..... do declare that I/We have carefully read all the conditions of tender sent to me/us by Tamil Nadu Forest Department, for the tenders floated vide tender ref. no. for the **“CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION”**.

b)I/We have received the tender document from District Forest Officer, Thanjavur. We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected, and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with Tamil Nadu Forest Department or prosecuted.

SIGNATURE OF THE TENDERER

(WITH SEAL AND ADDRESS)

Annexure X–Format for Clarification on Tender Document

TENDERER’S REQUEST FOR CLARIFICATION			
Name and Address of the Organization submitting request		Name and Position of Person submitting request	Contact Details of The Organization / Authorized Representative
			Tel:
			Fax:
			Email:
Sl. No.	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			
3			

SIGNATURE OF THE TENDERER (WITH SEAL AND ADDRESS)

Annexure XI–Financial Proposal

FINANCIAL PROPOSAL

From,

Name :
Address :
Ph :
Fax :
E-mail :

To,

The District Forest Officer, Thanjavur Forest Division,
Thanjavur- 613403

Sir,

Sub: Request for Proposal for “**CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION**”-Submission of Financial Proposal–Price Offer- Reg.

Ref: Our Technical Proposal submitted for the above-mentioned tender.

In continuation of our above Technical Proposal, we submit herewith the Financial Proposal for Request for Proposal for “**CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION**” as specified in this RFP document. We agree to abide by the terms and conditions stipulated by Tamil Nadu Forest Department and also agree to complete the entire contract, at the fees quoted by us. The fee quoted and approved by Tamil Nadu Forest Department on in this proposal will hold good as per RFP conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

Annexure XII – Price Bid (Lump sum)

Name of Work: Request for CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION

Financial Proposal

Description	Total fees(INR)	GST	Total (inclusive of all taxes in INR)
Preparation of DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION			

(Amount in Words Rupees.....)

Declaration

We have reviewed all the terms and conditions of the Tender document and would undertake to abide by all the terms and conditions contained therein.

I/We hereby declare that there are, and shall be, no deviations from the stated terms in the Tender Document.

Signature of Tenderer with Company seal.

Note:

The rate shall be quoted as per the above format. Taxes should be indicated separately.

1. The rates shall be quoted in figure and words.
2. Conditional tenders will not be accepted, and value once fixed shall be valid for the entire period of the contract.
3. In case of discrepancy in the bid quoted between figures and words, the lowest will prevail.

I Negotiated rate with additions/ Modifications:

Description	Total fees (INR)	GST	Total (inclusive of all taxes in INR)
Preparation DETAILED PROJECT REPORT FOR ESTABLISHING DUGONG CONSERVATION CENTRE IN THANJAVUR FOREST DIVISION			

(Amount in Words Rupees.....)

Signature of Tenderer with Company seal.

Annexure XIII –Check list of Documents

CHECK LIST OF DOCUMENTS Documents to be enclosed in Part-I:

Sl. No.	Checklist	Enclosed(Yes/No)	Reference in the Bid (Page No.)									
1.	A covering letter on letterhead of Tenderer addressed to The District Forest Officer, Thanjavur Forest Division, Thanjavur - 613403 (As per Annexure-I)											
2.	RFP document duly signed with office seal in each page and enclosed in token of accepting the RFP conditions.											
3.	<p>Demand Drafts drawn in favour of “District Forest Officer, Thanjavur” towards the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Amount(Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Tender Application Fee</td> <td>1,000/- plusGST@18 %</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Earnest Money Deposit</td> <td></td> </tr> </tbody> </table>	Sl. No.	Particulars	Amount(Rs.)	1	Tender Application Fee	1,000/- plusGST@18 %	2	Earnest Money Deposit			
Sl. No.	Particulars	Amount(Rs.)										
1	Tender Application Fee	1,000/- plusGST@18 %										
2	Earnest Money Deposit											
4.	Authorization letter/ Power of Attorney from the Tenderer for the person to sign the proposal.											
5.	Details of the Tenderer (as per Annexure-II)											
6.	The copy of certificate of incorporation / registration.											
7.	Copy of Registrar Certificate in case of Partnership Firm.											
8.	Copy of PAN allotment Certificate/PAN CARD issued by Income Tax Department in case of Indian Company											
9.	Copy of GST Registration certificate.											
10.	The Auditor certified Turnover statement along with Annual Report/certified copies of Sheet, Profit & Loss statement for the last 5 consecutive financial years i.e.2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022.											
11.	Form for Technical Eligibility as per Annexure IV (a)											

Sl. No.	Check list	Enclosed (Yes/No)	Reference in the BID (Page No.)
12.	Relevant experience of the Company/Firm as per Annexure IV(b)		
13.	Work Orders/Completion Certificates in support of Qualification criteria		
14.	Approach work plan and methodology as per Annexure V		
15.	CVs of the personnel to be deployed as per Annexure-VI		
16.	Team composition and tasks assigned as per Annexure- VII		
17.	Declaration for not having black listed either by Tamil Nadu Forest Department by any other Govt. agencies as on date (as per Annexure-VIII).		
18.	Declaration for not having tampered the Tender documents (as per Annexure-IX).		
19.	Notarized translated English version of the documents in a language other than English/Tamil, if any.		

Documents to be closed in Part-II

Sl. No.	Checklist	Enclosed(Yes/No)
1.	A covering letter on the letter head addressed to The District Forest Officer, Thanjavur (as per Annexure-XI)	
2.	Price Bid as per Annexure-XII of the Tender document	
3.	Declaration as per format given above	

Note: Tenders submitted in unsealed covers would summarily be rejected.

SIGNATURE OF THE TENDERER