

Nagaland Forest Management Project Sample (Format) for Submission of EOI

Consultants are encouraged to provide information as per the attached sample format. All the documents shall be submitted either in English or in original language with official translation in English.

Information to be provided by Consultants in Expression of Interest

A. Consulting Firm's Details:

Please provide following information if you are the sole firm:

S. No.	Role	Full name of the firm	Place of Registration
1.	Sole		

Please provide information of Joint Venture or association, if applicable

Details of Joint Venture Partners:

S. No.	Role	Full name of the firm	Place of Registration
1.	Lead Partner		
2.	JV Partner		

*The Lead Partner in the consortium shall have stakes of more than 50 %

Details of association/consortium other than Joint Venture:

S. No.	Role	Full name of the firm	Place of Registration
1.	Sub Consultant		
2.	Sub Consultant		

B. Eligibility Requirement

i	Valid Corporate Registration Certificate (copies to be attached)
ii	Self-Declaration as shown in FORM B-1

C. Technical Competence

Description of the consulting service completed in the last fifteen (15) years in the period between April 2002 and March 2017 or ongoing project which is completed more than seventy five (75) % of the target as of the end of March 2017, which best illustrates qualifications shall be presented in **FORM C-1**. The Consulting Firm are encouraged to provide evidence/proof in

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the form of completion certificates showing the dates of completion of the assignments or certificates of proof of their ongoing engagements issued by the host agencies

In case of JV, the Consultant shall mention its role whether in the form of the lead partner, JV partner or an associate partner/partner in consortium and brief description of the project.

D. Capacity Competence

List availability of Key professional *in house staff* associated with the organization more than one year. [FORM D-1]

E. Financial Competence

The consultant shall furnish the details of financial status in the form attached in [FORM E-1].

F. Consortium Agreement

The consultant shall submit Agreement of Joint Venture, or association/consortium in the form attached in [FORM F-1].

SAMPLE

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FORM B-1: Self Declaration

Date:

To,
Project Director (Administration, Finance & Procurement)
Nagaland Forest Management Project,
O/o the Principal Chief Conservator of Forest & Head of Forest Force
Kohima, Nagaland- 797001

Dear Sir,

We,..... (name of all Consulting Firm) declare that we are legally eligible to participate in the procurement process of consulting services for Nagaland Forest Management Project and confirm our understanding of our obligation to abide by code of ethics and Government's anticorruption policy. We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last ten years in India and abroad.

Note: *(If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last ten years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)*

Signature:

Name:

Designation:

For and on behalf of:

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FORM C-1: Experiences in providing technical, managerial, research and/or implementation support for government assisted forestry and/or rural development projects at National, State, and/or District level in India, which best illustrates qualifications

Project/Program Name:	Total value of services (in million INR):
Project Location (State of India, Area):	Value of services your firm provided (in million INR):
Name of client:	No. of total man-months:
Start Date: (Month/Year)	No. man-months your firm provided:
Completion Date: (Month/Year)	Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and performed:
Funding Agency :	Status of your firm (Sole, JV Lead Partner, JV Partner, Sub-Consultant)
Existence of Project Management Unit under the Project and relation with your firm:	
Detailed Narrative Description Project	
Detailed Description of actual Services Provided by your company:	

Note: Separate sheet for each type of assignment is required.

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FORM D-1: List of available key professional staff having experience in related field (Only those associated with the firm for more than one year).

S.N	Field of Expertise	No. of Experts

SAMPLE

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FORM E-1: Financial Competence

Financial status as on the end of FY 2016 (Financial Year 2016-17 for Firms Registered in India)

Description	Amount (in INR)
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	
Paid up Capital	

Fiscal Year*	Turnover (Sales) (in million INR)
2014	
2015	
2016	
Average Annual turnover	

* (FY 2014-15, 2015-16 and 2016-17 for Firms Registered in India)

Note:

1. Provide those information for each member in case of joint venture.
2. Average annual turnover will be considered for evaluation. Supporting documents (Audited Report) should be submitted.
3. Turnover in the currency other than INR should be converted in INR. The exchange rate should be on the last business day of December in that fiscal year.

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FORM F-1: Consortium Agreement

To

Project Director (Administration, Finance & Procurement)
Nagaland Forest Management Project,
O/o the Principal Chief Conservator of Forest & Head of Forest Force.
Kohima, Nagaland- 797001

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for Nagaland Forest Management Project on behalf of their organizations.

They hereby declare:

that they will legalize a consortium Agreement in case that a consulting services Contract indicated in the Request for Expression of Interest for the consulting services (the Contract) is awarded to their group;

1. that they have nominated _____ [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
2. that they authorized Mr./Ms. _____ [name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
3. that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
4. that this Consortium is an association constituted for the purpose of providing the consulting services under the Contract
5. that each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the Required areas of expertise that are stipulated in Request for Expression of Interest ;
6. that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 5 above when submitting a Proposal;
7. if the Representative of NFMS accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of the Representative of NFMS;

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Names and positions of the proposed Consortium Representatives, as well as organization's names and addresses are:

1	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

2	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

3	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	