EXPRESSION OF INTEREST [EOI]

FOR

PREPARATION OF COFFEE TABLE BOOK ON HARYANA ARAVALIS

Forest Department, Government of Haryana
Office of Divisional Forest Officer (T)
Forest Complex, Sohna Road, Near Courts, Gurugram-122001
Tel: 0124- 2322057; E-mail: dfogurgaon1@gmail.com
EXPRESSION OF INTEREST

FOR

PREPARATION OF COFFEE TABLE BOOK ON HARYANA ARAVALIS

Haryana Forest Department wishes to prepare Coffee Table Book on Haryana Aravalis utilizing photographs of Aravalis available with Haryana Forest Development Corporation. Technical and financial bids are invited from experienced agencies that have experience of preparation of Coffee Table Book for Government organizations. The bids may be prepared in the format which may be downloaded from the website of the Department i.e. www.haryanaforest.gov.in. The bids may be submitted on or before 31.05.2018 at 11.00 am. The bids will be opened at 3.00 pm on the same date. Corrogendum, if any, will be uploaded on the website of the Department only.

Divisional Forest Officer
Gurugram
1. INTRODUCTION

The Aravalli Hills, one of the oldest mountain chains in the world, are about 3.2 billion years old. They extend from Gujarat through Rajasthan to the southernmost part of Haryana before finally terminating as the ‘Ridge’ in Delhi, acting as a natural barrier to the advance of the desert towards the fertile soils of eastern Rajasthan and the Indo-Gangetic plain. The width of the Aravalli hill system varies from about 10 Km to 100 Km and its height generally varies between 300 and 900 meter. The highest peak, Guru Shikhar on Mount Abu, is more than 1700 meter. The Aravalli hill system has always played an important role in shaping the ecology and environment of the surrounding areas. The Aravalli literally means “wall of stone or rocks”. This name was probably given to signify its role as a stronghold against the onslaught of desert lying towards the north-west on the hills.

The Aravallis of Haryana falls in the districts of Gurgaon, Mewat, Faridabad, Palwal, Mohindergarh, Rewari and Bhiwani. Nearly 41% of the Aravallis fall in the district of Gurgaon & Mewat, Followed by Mohindergarh & Rewari (32%), Faridabad & Palwal (21%) and Bhiwani (6%). The highest point in Haryana is Dosi Hills which is 1170 m above mean sea level.

In Haryana, the Aravallis cover an area of 113,000 ha (HARSAC 1997). The Aravalli region covers about 2000 villages spread over 7 districts, namely Gurgaon, Faridabad, Mewat, Rewari, Mohindergarh, Palwal and Bhiwani. The potential natural vegetation is categorized as Tropical Dry Deciduous Forest. The Anogeissus pendula (Dhok) forests which originally covered most of the hills have degraded in to scrub land due to excessive cuttings, grazing, mining etc. Most of the Aravalis in Haryana have been invaded by Procopis juliflora normally called Kabuli kikar. According to remote sensing survey in 1996, about 88% of the Aravallis are classified as barren with only 12% area under highly to moderately degraded forest cover.
Unlike in Gujarat, Rajasthan and Delhi, the Major portion of the Aravallis hills in Haryana are common lands under the authority of village institutions. On an average, 36% of a rural village’s land bases are common lands.

Ecological degradation in the Aravalli Region is an alarming situation. Increasing urbanisation in districts like Gurgaon and Faridabad, increasing population of human and cattle, injudicious use of natural resources, unscientific mining activities in the past, uncontrolled grazing and felling of trees in the recent past coupled with unfavorable climatic conditions resulted in the present state of ecological deterioration. The rainfall in the region, though scanty, comes in form of flash floods which in absence of sufficient vegetation cover, causes sever loss of top soil. The consequence of ecological degradation of the Aravalli area, thus reflected upon soil loss due to erosion, loss of rain water/runoff, loss of agricultural productivity due to loss of top soil, shortage in supply of fuelwood, fodder and timber and thereby poverty and unemployment. The Ground water table is decreasing day by day and in most of the region there is a acute shortage of drinking water. Thus, the Aravalli region remains ecologically, economically and socially backward in comparison to other parts of the state.

2. BACKGROUND

Aravallis had been rich biodiversity base upto 1960s. Aravallis in Haryana had been a habitat for tiger, leopard and other carnivorous and herbivorous animals. Apart from animal diversity, it was rich in floral diversity – various species of medicinal plants. Excessive biotic pressure on natural resources has led to depletion of habitat of wildlife and loss of water sources in the Aravallis which has led to incidences of wildlife entering the habitations or coming out of forests in search of water. Death of various animals like leopard (06 nos.), Hyena (02) in road accidents have been reported. The NCR region, including Gurgaon/Faridabad has witnessed exponential growth in terms of industries, habitations etc. causing tremendous pressure on the limited natural resources. Therefore, there is urgent need to conserve these natural resources for biodiversity conservation in Aravalli hills. Conservation of Forests in Aravalli are important to conserve the Water resources i.e. water streams and seasonal rivers and water bodies. The important water
resources have dried up like Badkhallake, Kotlalake, Ujjina lake, Dumduma lake. The same is the situation of rivers in Aravallis. Sahibi, Indravati, Dohan were the important seasonal rivers flowing from Aravallis, have become the names of pasts, does not exist now. Unsustainable urbanization has further aggravated the problem of depletion of water resources like natural drains and water bodies.

The heritage and beautiful landscape of oldest mountain range needs special focus for conservation as these mountains also play an important role in arresting the advancing desertification but also are very vital for water recharge in the NCR region surrounding National Capital. The photographic documentation in the form of Coffee Table Book covering major aspects of Aravalli region in Haryana will be very important to sensitize and make aware people about significance of Aravalli and need for its conservation.

3. **OBJECTIVES AND PURPOSE OF COFFEE TABLE BOOK**

The objective of preparation of Coffee Table Book on Haryana Aravalis containing thematic photographs and creative narrations is to sensitize and make aware people about significance of Aravalli and need for its conservation.

4. **SCOPE OF WORK & TERMS OF REFERENCE (TOR)**

The scope of work includes preparation of Coffee Table Book (in print of about 1000 copies of pages ranging from 100-125) including photographs merging with creative writing to cover following main themes:

- **Aravalis – The pristine glory** – photos with thick vegetation, mix species, Dhosi Hills- Highest peak of Aravali in Haryana
- **Blooming in Aravalis** – Dhak flowering, Amaltash flowering and other species fruiting, distinct flora of Aravalis
- **Aravali and Associated Ecosystem : Hills, Bhud, nalas etc.**
- **Degraded Aravalis – Dry hills without or less vegetation**
- **Reasons for Degradation: Mining, Felling of trees, Cattle Grazing, Invasion by Prosopis juliflora etc.**
- **Water in Aravalis – Water resources, Drying/diminishing water resources**
• Wildlife in Aravalis
• Social Life/Livelihood in Aravalis and surroundings
• Historical remnants in Aravalis- Temples, Domes, Mosques, old forts etc.
• Scared Grooves in Aravalis- Mangar, Kasan, Jhirka etc.
• Geology of Aravalis – Rocks, minerals etc.
• Waste Disposal and Loss of Wildlife Habitat in Aravalis – Solid Waste Disposal- Bhandhwari, Concrete waste disposal near Gurugram-Faridabad road, Kachra chowk etc.

The above list is not comprehensive, other important themes which are significant to the Haryana Aravalis may be included.

5. ELIGIBILITY

• The agency should have previous experience of preparation of Coffee Table Book or similar documents like related knowledge literature/publication for government organizations in last five years.

• The agency should have the minimum annual turnover of Rs. 25.00 lakhs (supported by audited Annual Financial Statement for the last three years) in production of print and electronic media and similar jobs.

• The agency should have executed similar projects in last three years (copy of supporting documents like work order, sample copy of past activity may be attached). Preference will be given to agencies having experience of execution of similar works i.e. preparation of Coffee Table Books/ knowledge related literature/publication on forestry, wildlife, nature, landscape, natural resources and related themes.

• The application would be accompanied with non-refundable Demand Draft for Rs. 1000/- as tender document fee favouring Divisional Forest officer, Gurugram payable at Gurugram, Haryana.

• The application would be accompanied with Demand Draft for Rs. 50000/- (unless exempted specifically) as Earnest Money favouring Divisional Forest
officer, Gurugram payable at Gurugram, Haryana which will be refunded to unsuccessful bidders without any interest.

6. **LIST OF DOCUMENTS TO BE SUBMITTED WITH APPLICATION:**

The agency should submit the following documents with their application. Performance against the parameters must be duly supported with self-attested documentary evidences.

1. Profile of the Agency
2. Registration certificate of agency.
3. PAN
4. GSTN
5. Audited Balance sheet certified by Charted Accountant for last three years
6. Income Tax returns of last three years
7. Non-refundable Demand Draft for Rs. 1000/- as tender document fee
8. Refundable EMD of Rs. 50000/- in the form of Demand Draft
9. Organization setup in terms of technical staff indicating their qualifications and competencies.
10. Sample creatives or various kinds.
11. Self-Certificate stating that the agency has not been blacklisted in the past.

7. **INSTRUCTIONS TO BIDDERS**

1. The bidder shall bear all the costs associated with the preparation and submission of his bid, and Haryana Forest Department will, in no case, be responsible or liable for such costs.

2. The bidder shall submit the Cost of Document (Rs. 1000/- in the form of DD), EMD (Rs. 50000/- in the form of DD) favouring Divisional Forest Officer, Gurugram payable at Gurugram, Haryana, Technical Bid (full document) and the Financial Bid in the prescribed format.

   **Part I** - This shall be named as Technical Bid and shall comprise of:
a. **Envelope-I:** The EMD (Rs. 50000/- in the form of DD) and cost of document (Rs. 1000/- in the form of DD) placed in Envelope-I mentioning EMD and Cost of EOI document.

Bid Security/EMD (Earnest Money Deposit) for an amount mentioned above shall have to be deposited in the form of a Demand Draft in favour of Divisional Forest Officer, Gurugram payable at Gurugram, Haryana. The Government organisations/undertakings shall be exempted from cost of EOI document and EMD.

**The bids not accompanied by EMD and Cost of EOI Document, unless exempted, shall be summarily rejected.**

b. **Envelope-II- Full EOI Document duly filled and signed at required places along with required documents:** Technical bid (Appendix-I along with required documents) needs to be enclosed in separate envelope marked Envelope-II, superscribing ‘Technical Bid’ containing required information Affidavit on a Stamp Paper, duly attested by the Notary Public that the information furnished with documents is correct and all the terms and conditions are acceptable without any condition (*format enclosed*)

i) Undertaking for bid validity upto 12 months (*format enclosed*) to be given on the letter head of the firm/agency.

The envelope shall be properly sealed after placing the Technical Bid in it. It should not be stapled with pins or shall not be submitted in opened condition.

Bids lacking any of the above requirements will be considered as non-responsive or disqualified and their financial bids will not be opened. No request for submission of any lacking document at the time of bid opening or later shall be considered.

The bidders are advised to bring original copies of certificates or supporting documents so that in case of any confusion, copies may be verified from original documents.

**Part-II - Financial Bid:**

c. **Financial Bid in Envelope-III:** Bidder shall quote the rates in the prescribed form – Appendix-II for Price Bid against this EOI such that the EOI price covers
bidder’s all obligations and liabilities. The rates and prices quoted by the Bidder shall be inclusive of all the taxes etc. Haryana Forest Department shall not pay any additional charges other than the quoted value. The envelope shall be properly sealed after placing the Financial Bid in it and mentioning name of work and date and time of opening on the envelope. It should not be stapled with pins or shall not be submitted in opened condition.

3. All the three envelopes shall be placed in one big envelope super scribing Technical and Financial Bid and mentioning name of EOI and date and time of opening of bid.

4. The properly sealed envelope containing technical and financial bid shall be put up in the box kept at the office of Divisional Forest Officer, Gurugram for this purpose before the scheduled date and time mentioned in the notice. The bids can be sent by registered post but the bids sent by post should reach the office of the Divisional Forest Officer, Gurugram before the scheduled time and date. The bids submitted/received after the scheduled date and time shall not be considered.

5. The Financial Bids of only those bidders, who are found technically qualified/responsive, shall be opened.

6. The Financial Bids found responsive will be checked by the Technical Committee for any arithmetic errors. The errors will be corrected by the Committee Members as follows;

"Where there is discrepancy between the price in figures and words, the rate in words will govern."

7. The bidder should sign each and every page of the documents.

8. The application (s) /material (s) submitted by the bidder (s) in response to this EOI shall become the property of the Haryana Forest Department.

9. Bids shall be opened in presence of bidders or their representatives at the scheduled time given in EOI. On the date of opening of the bids, the bids will be
evaluated by a Committee of technical experts by seeing a PowerPoint presentation to be made by the bidders or their representatives as per “Evaluation Criteria” given at Sr. No. 9 below.

10. There should not be any overwriting in the Financial Bids. Bids submitted with overwriting will be summarily rejected.

11. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the committee’s processing of bids or award decisions may result in the rejection of his Bid.

a. The work order shall be issued to the successful bidder only subject to deposition of Performance Guarantee. The successful bidder has to complete the work and submit the report within stipulated time. The delay in completion of work and submission of work may lead to forfeiting of Bank Guarantee.

8. **METHOD OF SELECTION:**

   - All the proposals received will be scrutinized to assess their eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.
   - Agencies fulfilling the eligibility criteria shall be requested to make a presentation on their competence to execute the work before a committee constituted by the Department for this purpose.
   - The final shortlisting and empanelment will be based on the following:
     - Its creative capability supported by recent credentials.
     - Quality of personnel, in terms of experience, exposure to different products, length of service in industry.
     - Availability of infrastructure facilities etc.
9. EVALUATION CRITERIA
The Committee constituted for this purpose will evaluate all proposals received in response to this RFP by scoring on technical factors. Haryana Forest Department will award the contract to the interested parties that have the highest total proposal evaluation score based on a combination of the following categories:

A. Organizational capacity and Relevant Experience
   a) General capacity to perform the project
   b) Relevant experience
   c) Reputation of organization and team

B. Understanding of SOW & Proposed Methodology
   a) Well defined objectives
   b) Clarity of methodology
   c) Scheduling of activities

C. Staffing/team composition
   a) Proposed team structure
   b) Project manager: skills, qualifications, and experience
   c) Other key personnel: skills, qualifications, and experience

D. Evaluation criteria weightings:
   A. Organizational capacity and relevant experience : 25
   B. Understanding of SOW & Proposed Methodology : 40
   C. Staffing/team composition : 35

The bidder (s) who secure a minimum of 60 points as per above criteria will be shortlisted for financial bid evaluation. The financial proposals shall be opened in presence of the representatives of the technically qualified consultants who wish to attend.

10. PERFORMANCE GUARANTEE
    The successful bidder whose bid will be accepted has to deposit Performance Guarantee @5% of the award value in the form of FDR or Bank Guarantee within
given time. EMD submitted along with Technical Bid may be adjusted in Performance Guarantee on the request of the successful bidder.

11. TERMS OF CONTRACT & PAYMENT:

1. The period of the Contract will be three months from the date of award of work order. The date can be extended by competent authority if the justification for extension is found suitable and reasonable.

2. Payment will be made after completion of work against work shall be made at the rate of-
   - 40% after submission of first draft and its presentation.
   - 60% on completion of work, submission of final draft and required 1000 prints and submission of copy in digital form
   - Payments will be by way cheque or ECS within 30 days from the date of submission of Bills.

12. PENALTY FOR DELAY

Penalty @2% of the released amount shall be imposed in event of delay in completion of assigned job and submission of required reports as per schedule given above, for which no justification may be provided.

13. PROPOSAL SUBMISSION REQUIREMENTS

The interested parties should read the following proposal instructions carefully. All interested parties must provide the following

A. Cover Letter: A cover letter signed by a person authorized to sign on behalf of the parties.

   (Use the template in Appendix A)

B. Technical Approach:

   - A written proposal that completely and clearly presents the Interested parties concept to achieve the objectives stated in this RFP. The format, length, and style of the design proposal are choices of the parties.
• A proposed work plan with proposed implementation schedule

C. Organizational Capabilities: A written supplementary document presenting supporting information on the capacity of the parties to fulfill their proposal including staffing and staff skills, past experience, examples of past work and references with contact details. (Use the templates in Appendix B)

D. Price/Cost Proposal: A separate cost proposal in sealed cover that presents the financial structure of the parties proposal with sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in Indian Rupees in Financial Bid-Appendix-II.

14. RFP Response Information

All responses to this RFP must be received no later than 11:00 pm on 31st May, 2018. Corrogendum, if any, will be uploaded on the website of the Department only. Incomplete proposals shall not be evaluated. Proposals should be submitted as hard copies at following address.

Divisional Forest Officer
Forest Complex, Near District Court,
Sohna Road, Gurugram-122001 Haryana

12. RFP TERMS AND CONDITIONS

RIGHT TO SELECT/REJECT – Haryana Forest Department reserves the right to select and negotiate with those firms/organizations/institutions it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Haryana Forest Department also reserves the right to reject any or all proposals received without explanation.

RFP NOT AN OFFER This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate Haryana Forest Department to accept any of the submitted proposals in whole or in part, nor is Haryana Forest Department obligated to select the lowest priced proposal.

Haryana Forest Department has no contractual obligations with any firms/organizations/institutions based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate Haryana Forest Department in accordance with the terms and conditions contained in such contract.
DISCUSSIONS AND AWARD - Haryana Forest Department reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. Haryana Forest Department reserves the right to exclude from further consideration any proposal at any time, including after discussions or negotiations have been entered into.

PRE-AWARD (Due-diligence) - Haryana Forest Department reserves the right to conduct pre award review of the selected interested parties before making a final decision to award.

PROPOSAL VALIDITY DATE - All information submitted in connection with this RFP will be valid for six (6) months from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm/organization/institution is awarded the contract, all information in the RFP and negotiation process is contractually binding.

OFFER VERIFICATION – Haryana Forest Department may contact interested parties to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

FALSE STATEMENTS IN OFFER - Interested parties must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that Haryana Forest Department determines that an interested parties has provided false statements in the proposal, Haryana Forest Department may reject the proposal without further consideration.

RESERVED RIGHTS All RFP responses become the property of Haryana Forest Department and the Department reserves the right in its sole discretion to:

o To disqualify any offer based on interested parties failure to follow solicitation instructions;

o Haryana Forest Department reserves the right to waive any deviations by interested parties from the requirements of this solicitation that in Haryana Forest Department’s opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
o Extend the time for submission of all RFP responses after notification to all interested parties;
o Terminate or modify the RFP process at any time and re-issue the RFP to whomever Haryana Forest Department deems appropriate;
o Haryana Forest Department reserves the right to issue an award based on the initial evaluation of offers without discussion;
o Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

9. OTHER TERMS & CONDITIONS:

1. Force Majeure – Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to acts of God, Governmental restrictions or instructions, natural calamities or Catastrophe, epidemics or disturbances or disturbances in the country. The party affected by an event of Force majeure will immediately notify to the other such force Majeure Act. It should similarly notify to the other party on cessation of disability arising from such event.

2. In case of any dispute, the case shall be referred to Conservator of Forests, South Circle, Gurugram and if the dispute is still not settled, the matter will be referred to Chief Conservator of Forests, Protection-II, Haryana, Gurugram whose decision shall be final and binding on both parties.

3. Divisional Forest Officer, Gurugram reserves right to terminate the contract of any agency agencies without assigning any reason. In case the selected agency desires to terminate the contract, a notice of 90 days is required during which they will be required to carry out the work awarded to them. Failure to do so would be result in forfeiture of security deposit.

4. Jurisdiction – All dispute arising out of this contract shall be subject to Jurisdiction of Gurugram Court only.

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Appendix A

Format for Letter of Proposal

Ref. No. Date

To

Divisional Forest Officer
Gurugram

Subject: EOI for “Preparation of Coffee Table Book on Haryana Aravalis”

Dear Sir/Madam,

We, the undersigned, offer to execute the work “Preparation of Coffee Table Book on Haryana Aravalis” in accordance with your request for proposal and our proposal (Technical Bid-Appendix-I and Financial Bid-Appendix-II) is submitted herewith.

Our proposal shall be binding upon us subject to the modifications resulting from subcontract negotiations, up to expiration of the validity period of the proposal, i.e., <Interested parties to insert Expiration date or Validity period of Offer>.

We understand that you are not bound to accept any proposal you receive.

Sincerely yours,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:
### Technical Bid-APPENDIX-I

**Format for selection of Agency for Preparation of Coffee Table Book on Haryana Aravalis**

<p>| | |</p>
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Name of the Agency/Firm</td>
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<td><strong>2.</strong></td>
<td>Address</td>
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<tr>
<td><strong>3.</strong></td>
<td>Name of the Proprietor/Partners/Directors</td>
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<tr>
<td><strong>4.</strong></td>
<td>Date of Establishment</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>GSTIN No.</td>
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</tbody>
</table>
| **6.** | PAN No.  
(Please attach copy of Financial Statement of last 3 years)  
Year | Turnover  
2016-17 |  
2015-16 |  
2014-15 |
| **7.** | Experience in no. of years in the subject related field. |
| **8.** | No. of branches/offices (if any) & their address. |
| **9.** | Infrastructure related to execution of work: |
| **10.** | Key personnel proposed to be engaged in this project with name, qualification etc. |

**11. List of relevant works executed**

<table>
<thead>
<tr>
<th>SI.No.</th>
<th>Name of the Clients</th>
<th>Govt./Private</th>
<th>Name of the Project</th>
<th>Contract Value</th>
<th>From</th>
<th>To</th>
<th>Key personnel (of the client organisation) contact for verification</th>
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**Signature of the Applicant**
## Financial Bid-Appendix-II

<table>
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<tr>
<th>SI.No.</th>
<th>Details of work</th>
<th>Rate quoted inclusive of all Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparation of Coffe Table Book (in print of around 1000 copies) on Haryana Aravallis utilizing the available photographs, digitization, creative writing. New photography may also be done on themes for which the photos are not available.</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Applicant
AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the bid and required attachments are true and correct.

2. The undersigned hereby also certifies that neither me /my firm M/s……………………… has abandoned any work in Government Organizations nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of submission of this bid.

3. I/We hereby unconditionally accept all the terms and conditions laid down in the EOI document in its entirety for the work – “Preparation of Coffee Table Book on Haryana Aravalis”.

...........................................................

(Signed by an Authorized Officer of the Firm)

...........................................................

Title

...........................................................

Name of Firm

...........................................................

Date
I, the undersigned, do hereby undertake that I / my firm M/s ............................................ agree to abide by this bid for a period of 12 months from the date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.

.................................................................

(Signed by an Authorized Officer of the Firm)

.................................................................

Title of Officer

.................................................................

Name of Firm

.................................................................

Date