

RFP Document
For
Selection of Implementing Agency for
“Miyawaki Method” of Afforestation



Last date of Submission: 01st August 2019 before 03:00 p.m.

DEPARTMENT OF TOURISM
GOVERNMENT OF KERALA
<http://www.keralatourism.gov.in//>

1. INTRODUCTION

Department of Tourism, Government of Kerala plans to implement afforestation projects within Kerala with the Miyawaki method of afforestation. The objective of this project is to develop micro forests with potential natural vegetation of Kerala. Any agency which has completed at least one project of afforestation with the Miyawaki method within Kerala can apply. The selection of the agency will be valid for a period of three years. Interested agencies or consortiums with relevant experience can apply. The selection will be made with Combined Quality Cum Cost Based Selection (CQCCBS) mode. For RFP document, please logon to www.keralatourism.org.

The last date for the submission of RFP: 01/08/2019 before 03:00 p.m.

1. DETAILS OF THE REQUEST FOR PROPOSAL

1.	Name of work	Selection of an agency/consortium through CQCCBS mode to implement afforestation projects within Kerala with the Miyawaki method of afforestation
1.a.	Validity of the Empanelment of the agency	3 years from the date of award of contract
2.	a. Time and Date of issue of the bid document b. Date of Publication of RFP on Website www.keralatourism.org	Time: 11:00 AM Date: 10 July 2019 Place: Planning Section, Directorate of Tourism
3.	Website address for downloading the bid document	www.keralatourism.org
4.	Last Date and Time for receiving the bid document	Time: 3:00 p.m. Date: 01.08.2019 Place: Planning Section, Directorate of Tourism
5.	Time, date and place of opening technical bid	Time: 3:00 p.m. Date: 03.08.2019 Place: Director, Dept of Tourism
6.	Time, date and place of presentation for the shortlisted agencies	Will Be Intimated Later
7.	Time, date and place of opening financial bid	Will Be Intimated Later
8.	Date of Issuance of Letter of Award	Will Be intimated Later

2. SCOPE OF WORK

The selected agency/consortium is expected to undertake and implement the following:

1. Total implementation of Miyawaki method of afforestation.
2. This includes selection and preparation of land as the initial step.
3. Selection of potential natural vegetation saplings of that locality to be planted.
4. Initial cares for saplings in grow bags up to 3 months.
5. Transferring the saplings from grow bags to chosen plot and maintenance for 6 months.
6. Subsequent maintenance for 2 years.

3. ELIGIBILITY CRITERIA

The technically and financially sound agency/consortium that fulfills the following requirements is eligible to participate:

- The agency/consortium should have experience in implementing afforestation projects within Kerala with the Miyawaki method of afforestation and should have undertaken the implementation of at least one project in any place within the state of Kerala in the past three years as on date of release of this bid.
- The agency/consortium should preferably have a local office in Kerala.
- The agency/consortium should not be under declaration of ineligibility for corrupt or fraudulent practices or deficiencies of services or blacklisted with any of the Government agencies at the time of bidding.

4. PRE-BID MEETING

The agencies/consortiums invited for pre-bid meeting will be catered with

the brief for the strategy and presentation, and the documents for submitting Technical & Financial bids. The agencies/consortiums will be given a notice period of minimum 7 days from the date of pre-bid meeting, for submission of Technical & Financial Bids and to do the Technical Presentation.

4.(i). HOW TO APPLY

The agencies that possess the eligibility criteria envisaged in the clauses above, can apply in the format appended (ANNEXURE 1), in the letter head of the agency. The application attached with the Demand Draft for INR 1,000/- (application fee) as Tender Document Fee and copies of relevant documents attested by the Authorized Signatory for proving eligibility should be sent to : The Director, Department of Tourism, Park View, Thiruvananthapuram-695033 (The envelop should be super scribed with “Application for Selection of Implementing Agency for “Miyawaki Method” of Afforestation”) by post/courier.

(a) Tender Document Fee: INR 1,000/- (Rupees One Thousand only) to be paid by way of Demand Draft in favour of "Director, Department of Tourism" payable at Thiruvananthapuram. The Demand draft should not be older than 7 days from the date of application.

5. EARNEST MONEY DEPOSIT

Earnest Money Deposit: INR 50,000/- (Rupees Fifty Thousand only)

The agencies/consortiums should submit an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand Only) along with the Technical & Financial Bids, by way of Demand Draft in favour “The Director, Department of Tourism”, payable at Thiruvananthapuram which should be valid for a

period of three months, on the following conditions.

1. Bids not accompanied by the EMD will be rejected.
2. EMD will be returned not later than 120 days from bid due date, without any interest, except in case of the 3 highest-ranked bidders. EMD of the 2nd & 3rd ranked agencies/consortiums shall be returned on signing of the agreement with the selected bidder. The selected agencies/consortium's EMD shall be returned upon completion of the process of selection. The Demand draft should not be older than 7 days from the Bid submission date.
3. The EMD will be forfeited, if the applicant fails to abide by the conditions laid down in this RFP document or any other reasons significant in this process.
4. For exemptions regarding EMD, please refer to clause 9 of the RFP document.

6. BIDDING PROCESS

Kerala Tourism has adopted a two-stage bidding process (collectively referred to as the "Bidding Process") for selection of the agencies/consortiums. Combined Quality Cum Cost Based Selection (CQCCBS) model will be employed. The first stage of the evaluation referred to as "Technical Bid" and the second as "Financial Bid".

Technical Bid

- i. The Technical Bids will be opened by the evaluation committee and marks will be given based on the criteria detailed in the technical bid document. The agencies/consortiums whose technical proposals are complete in all respects and who fulfill all eligibility criteria would be shortlisted to make a presentation before a committee for evaluation of their technical proposal. Date for the presentation would be intimated by e-mail to all eligible agencies/consortiums.
- ii. On the basis of presentation made by the eligible agencies/consortiums, the committee will evaluate the technical proposals of the eligible agencies/consortiums against a total of 70 Marks as per the criteria and marks given in technical bid.
- iii. The technical marks obtained will be referred to as Technical Scores (St). The total mark for technical bid is 70. The score obtained by the agencies/consortiums out of 70 is their Technical Score. Agencies will be ranked on the basis of the Technical Score (St), and only these agencies who have scored 42 or more marks, will be qualified for financial evaluation.

Financial Bid

- iv. The objective of employing CQCCBS (Combined Quality Cum Cost Based Selection) is to give due weight age to quality and cost as the proposed work in the bid is of qualitative nature. Hence, if the selection committee is of the opinion that any particular bidder has quoted Abnormally High Rates (AHR) or Abnormally Low Rates (ALR) to fail the objective of the CQCCBS process, the committee can ask that particular bidder to submit

works of similar nature, executed within one year with corresponding work order and invoice for evaluation, failing which the bidder will be disqualified and will not be considered for the bid. The committee can also disqualify the bidder who quoted ALR, if committee is of the view that the quality work produced on demand is not satisfactory or the rate quoted is unreasonable.

- v. Only the Financial Bids of those agencies which scored 42 or more as Technical Score (St) will be opened on the date shown in the schedule of selection process. The lowest Financial Proposal (Fm) will be given a Financial Score (Sf) of 100 points. The financial scores of the other Financial Proposals will be determined using the following formula:

$$\mathbf{Sf = 100 \times Fm/F;}$$

in which Sf is the Financial Score, Fm is the lowest Financial Proposal, and F is the Financial Proposal under consideration.

Combined Technical and Financial Score

- vi. Since afforestation project requires domain knowledge and field experience, the Technical Score (St) will be given 70% weightage and Financial Score (Sf) will be given 30% weightage

Since the weightage for technical bid is 70% and financial bid is 30%, the financial score of bidders will be reworked to a 30 point scale (Sf₃₀) using the formula:

$$\mathbf{Sf_{30} = \frac{Sf \times 30}{100}}$$

Then the total score of the agency will be calculated with the formula:

$$S = S_t + S_{f30}$$

The agencies will be listed as H1, H2, H3..... etc based on the value of the score S. The agency getting the highest score in S will be H1 and so on.

7. SEALING & MARKING OF BID

The agencies/consortiums shall submit the Bid in two separate envelopes as below:

Envelope I : Technical Bid

Envelope II : Financial Bid

The Technical & Financial Bid shall be sealed in separate envelopes (Envelope I & II) and the sealed Technical & Financial Bid envelopes (Envelope I & II) shall be put in an outer envelope and sealed. The outer envelope shall be marked as “Technical and Financial Proposal for the Selection of Agency for Implementation of “Miyawaki Method“ of Afforestation.

Envelope I : Technical Bid

“Technical Bid for the Selection of Agency for Implementation of “Miyawaki Method” Afforestation Project”

The Envelope 1 shall contain the following:

- i) Earnest Money Deposit in a separate sealed envelope marked “EMD”.
- ii) Bid Document duly filled up with the copies of documents listed in the Bid Document.

Envelope II : Financial Bid

“Financial Bid for Selection of Agency for Implementation of “Miyawaki Method” Afforestation Project”

The Bidder shall submit its Financial Bid in the formats specified, and seal it in Envelope II. The two inner envelopes (Envelopes I&II) marked as ‘Technical Bid’ and ‘Financial Bid’ shall be enclosed in an outer envelope and sealed. The inner and outer envelopes shall:

a) Bear the following identification:

Technical and Financial Bid, as the case may be,

b) Indicate the name and address of the agency/consortium.

c) The bid should be addressed to:-

The Director, Department of Tourism, Park View,
Thiruvananthapuram-695033

If the envelope is not sealed and marked as above, the Authority will assume no responsibility for the misplacement or premature opening of the Bid.

8. AWARD CRITERIA

Combined Quality Cum Cost Based Selection (CQCCBS) procedure will be adopted for the selection of the agency. The maximum “Total Weighted Score” that can be awarded to any agency is 100 which is divided as given below:

Sl. No.	Type	Max. Weighted Score
1.	Technical Score	70
2.	Financial Score	30
Total		100

However, only the financial bids of those bidders who secure 42 marks out of 70 for technical will be opened.

9. RELAXATION

Various relaxations regarding EMD, Price Preference, Performance Security etc. to government institutions, PSUs and micro, small and medium enterprises etc within the state under Store Purchase Manual of Government of Kerala or guidelines of Central Vigilance Commission (CVC) for procurement will be applicable to eligible agencies/consortiums.

**10. PARTICULARS OF THE AGENCY/CONSORTIUM
SUBMITTING THE BIDS**

Sl.N o.	Particulars	
1.	Name and address of the agency	
2.	PAN/TAN/Service Tax registration No. etc of the agency	
3.	Legal status of the agency (Company/Partnership firm/NGO)	
4.	Whether a single entity or consortium? If consortium, please submit the details of consortium partners other than: 1. Lead partner 2. Other partners (maximum 2 partners other than lead partner)	
5.	Details of Contact Person with mobile number and e-mail address	

Part I

Technical Bid

(Please attach testimonials for all the claims made in technical bids)

1. Do you have a local office anywhere in Kerala working from on or before 30 June 2016

Yes No

(5 marks)

2. Are you an NGO/social venture or company with no profit - no loss clause? If yes, Please specify the type of organization.

Yes No

If yes, specify details:

(5 marks)

3. Total number of Miyawaki method Afforestation projects implemented so far:

Sl. No	Location	District	State
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(0.5 mark per subject to a maximum of 5 marks)

(5 marks)

4. Total number of trained personnel working with you in implementing “Miyawaki Method” afforestation

Sl. No	Name	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(0.5 mark per person, subject to a maximum of 5 marks)

(5 marks)

5. Total number of projects (Miyawaki Method of Afforestation) implemented within Kerala

Sl. No	Location	District
1.		
2.		
3.		
4.		
5.		

(Two mark per project, subject to a maximum of 10 marks)

(10 marks)

6. Experience in implementing Miyawaki method of Afforestation in Kerala. Kindly provide the details of at least two projects

*Kindly furnish the following details:

❖ Project No: 1*

📍 Location:

📏 Area of the project in square meters:

📅 Date of planting:

🌱 Total number of plants:

🌳 Total type of plants:

🌿 Total number of species:

📏 Average growth of plants (in meters):

📷 Kindly provide photographs of the project before and after implementation

(10 Marks)

❖ **Project No: 2***

- ✚ Location:
- ✚ Area of the project in square meters:
- ✚ Date of planting:
- ✚ Total number of plants:
- ✚ Total type of plants:
- ✚ Total number of species:
- ✚ Average growth of plants (in meters):
- ✚ Kindly provide photographs of the project before and after implementation

(10 Marks)

*This should be certified by a scientist working or retired as a Professor or a grade equivalent to that of any research institution in related areas like TBGRI, KFRI or professors of agricultural university, Department of Botany, Department of Environmental Sciences etc.

7. Presentation: The agency is supposed to make a presentation on implementing Miyawaki Method of Afforestation in Kerala with special reference to challenges and solutions faced in Kerala in the backdrop of their experience.

(20 Marks)

Part II

FINANCIAL BID **(Maximum 30 Marks)**

1. Cost of Afforestation under Miyawaki Method for a 1000 square feet plot

- | | | |
|----|--|--------|
| 1) | Number of sapling to be planted | 400 |
| 2) | How many types of plants approximately | 100 |
| 3) | Average size of saplings being planted | 60 cms |

plus

- | | | |
|----|--|---------------------|
| 4) | Average age of saplings being planted (in months) | Three - four months |
| 5) | Amount of biomass to be applied per square meter | 40 kgms |
| 6) | Amount of biomass for mulching per square meter | 20 kgms |
| 7) | Free maintenance of the plot after afforestation - weeding, watering, manuring and support for plants and creepers | Six months |

Cost for Miyawaki method of Afforestation in 1000 square feet or 100 square meter Rs.....

2. Cost of maintenance for one year

- Plot with 100 square meters area and 400 saplings
- Organic manure / biomass - 10 kg per square meter two times a year
- Mulching - 10 kg per square meter
- Support for plants - as and when required

- Weeding and watering – as and when required (Provision for water supply will be provided at the selected plots

Cost of maintenance of 100 square meter of Miyawaki forest for one year
Rs.....

Date:

Seal

Signature

(Authorized Signatory)

ANNEXURE 1

RFP Selection of Agency for Implementation of “Miyawaki Method” of Afforestation

1	Name of the agency/firm	
2	Address of the agency/firm	
3	Address of office in Kerala, if any.	
4	Status (company/firm/partnership)	
5	Name of the Proprietor/Partners/Directors	
6	Name, Designation, E mail ID & Mob. No. of the contact person	
7	A. Name, Designation & specimen signature of Authorized Signatory on behalf of the agency/firm (or) B. Authorized Signatory of the lead agency of consortium	
8	Telephone nos. of agency/firm & alternate E-mail ID, if any.	
9	Turnover details (as explained before) and attachments	
10	PAN number	
11	GST No.	
12	3 major projects in private/Government sectors (work orders attached)	
13	Total experience with clients related to tourism industry	
14	Amount & DD no of Application fee and EMD	

DECLARATION

1. I / We have read the instructions contained in the RFP document and I/We understand that if any false information/document submitted by me/us in this bidding process is detected at a later date, any contract/agreement made between ourselves and Department of Tourism, Government of Kerala on the basis of the information given by me/us can be treated as invalid by Department of Tourism, Government of Kerala, and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of Department of Tourism, Government of Kerala in selection of agencies/firms/companies will be final, and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the information/documents submitted by me / us here in above and/or in the accompanying sheets.

Place.

(Seal of the Bidder)

SIGNATURE

Date.

Name & Designation