

Government of Himachal Pradesh, India

**Request for Expression of Interest (REOI)
for
Consulting Services for Himachal Pradesh Forest Ecosystems Management and
Livelihoods Improvement Project**

Himachal Pradesh Forest Department (HPFD),
Government of Himachal Pradesh

February 21, 2018

Himachal Pradesh Forest Department (HPFD), Government of Himachal Pradesh, India

Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project
Address: Himachal Pradesh Forest Department, Talland, Shimla - 171001 (INDIA)

Ref: XXXXXXXXXXXXXXXXXXXXXXXX

Date: February 21, 2018

**Request for Expression of Interest (REOI)
for
Consulting Services for Himachal Pradesh Forest Ecosystems Management and
Livelihoods Improvement Project**

The Government of Himachal Pradesh, India has applied for financing from Japan International Cooperation Agency (JICA) towards the cost of “Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project” (“the Project”) with the objective of enhancing sustainable management of ecosystems of forests in the project area through the following components:

- 1) Component 1: Sustainable Forest Ecosystem Management
- 2) Component 2: Sustainable Biodiversity Management
- 3) Component 3: Livelihoods Improvement Support
- 4) Component 4: Institutional Capacity Strengthening

The HPFD, or any other agency that may be subsequently created to administer the project (“the Employer”), will be the employer of a consultant which means any entity or individual including a Joint Venture and the duration of the consulting service is estimated for 36 months; starting on April 1, 2019 and ending on March 31, 2022. The consultant shall be procured as a part of the yen loan project through the procedure stipulated under the JICA operation rules for employment of consultant.

1. The scope of consulting services will include the following:
 - 1) Assistance in the management of the project
 - 2) Technical assistance in the implementation of the project components/activities in an efficient and effective manner
 - 3) Technology Transfer
2. The consultant requires providing the following Experts:

Professional (A): International Expert

 - 1) Soil Water Conservation/ Construction Management; and

Professional (B): National Expert

 - 2) Team Leader/ Project Management/ Community Based Forest Management;
 - 3) Co-Team Leader/Livelihood/ Gender; and
 - 4) Biodiversity Conservation

3. Selection of the shortlisted consultants will be made in accordance with the “Guidelines for the Employment of the Consultant under Japanese ODA Loan, April 2012” following Quality and Cost-Based Selection (QCBS)
http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/
4. Expression of Interest (EOI) is invited from eligible consultant in single or in the form of Joint Venture (JV) which shall be incorporated and registered in any of the countries (In case of JV each JV member shall be incorporated and registered in any of the countries), and which has required expertise and experience in the above-mentioned components. The firm should desirably have the following:
 - 1) Experience of international projects of comparable size, complexity and technical specialty;
 - 2) Experience in developing countries under comparable conditions;
 - 3) Experience in Japanese ODA projects
5. EOI should include the following documents (See the Form available on web-site/hard copy):
 - 1) Letter of “Expression of Interest” (Form 1);
 - 2) Company Profile (Form 2);
 - 3) Joint Venture Agreement (Form 3) if applicable;
 - 4) Relevant Experience Record (Form 4);
 - 5) Available Experts (Form 5); and
 - 6) Financial Information (Form 6)
6. EOI as well as forms/supporting documents attached shall be written in English. Documents originally written in other than English should be translated by the applicant into English and attached to the copy of original duly attested by competent authority.
7. Outline of the project and Forms of Expression of Interest are posted on the websites of HPFD:
www.hpforest.nic.in and hard copy of the same is available from the office in the address given hereunder.

One (1) original and one (1) duly attested copy of EOI shall be submitted in a sealed envelope through post, Registered post, or delivered by hand, superscribing “Consultancy Services for Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project” on top of the envelope to the following address by 15:00 on March 17, 2018 (Indian Standard Time):

Address: Himachal Pradesh Forest Department, Talland, Shimla - 171001 (INDIA)

8. HPFD, or any other agency that may be subsequently created to administer the project, reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.
9. EOIs submitted by firms will be screened, and firms will be shortlisted. Only short-listed firms will be invited to submit proposals. The result of EOIs and names of the shortlisted firms will be informed by the undersigned in writing by either Fax, email or post within 60 days from the date of submission of EOIs.

Chief Project Director, Himachal Pradesh Forest Ecosystems Management and Livelihoods
Improvement Project

Address: Himachal Pradesh Forest Department, Talland, Shimla - 171001 (INDIA)

Phone: 91-177-2624186, 2623147

Fax: 91-177-2624192, 2624193

Email: apccfprojecthp@gmail.com

Date: February 21, 2018

Expression of Interest Forms

Contents

- Form 1: Letter of “Expression of Interest”
- Form 2: Company Profile
- Form 3: Joint Venture Agreement
- Form 4: Relevant Experience Record
- Form 5: Available Experts
- Form 6: Financial Information

Letter of “Expression of Interest”

[Letter head paper of the Applicant, including full postal address, telephone no., fax no. and email address]

Date:.....

To: Chief Project Director, Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project
 Address: Himachal Pradesh Forest Department, Talland, Shimla - 171001 (INDIA)
 Phone: 91-177-2624186, 2623147
 Fax: 91-177-2624192, 2624193
 Email: apccfprojecthp@gmail.com

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in Request for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the consulting services for Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project:
2. Attached to this Expression of Interest are copies of original documents defining:
 - (a) the Applicant's legal status; and
 - (b) the place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Chief Project Director, Himachal Pradesh Forest Department (HPFD), or any other agency that may be subsequently created to administer the project, and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by the Employer to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
4. The Representative of the Employer may contact the following persons for further information

Experience inquiries	
Contact	Telephone
Personnel inquiries	
Contact	Telephone
Financial inquiries	
Contact	Telephone

5. This Expression of Interest is made with the full understanding that:
 - (a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;

- (b) The Representative of the Employer reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.;
- (c) The Representative of the Employer shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

Applicants who are not Joint Venture should delete para. 6 and initial the deletion.

- 6. We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
 - a. Signed so as to legally bind all partners, jointly and severally; and
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all Joint Venture members in the event the contract is awarded to us.

[Note: By declaration of the para 6 above, the lead partner and the other partner will be jointly evaluated for experiences and available Experts. Financial capacity will be evaluated for each Joint Venture member. The sub-contracted firm is not subject of evaluation.]

- 7. The declaration on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead of a Joint Venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Company Profile

[Note: For Joint Venture, all the members are requested to provide following information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms. Summary of Joint Venture should be provided, if applicable.]

A-1 Firm's Information (All firms in case of Joint Venture)

	Name of firm	
	Head office address	
	Telephone /Fax	Contact (Name, position)
	Email address	
	Place of incorporation / registration	Year of incorporation / registration

A-2 Firm's Information (In addition to A-1 above, submit the following in case of partnership or individually-owned firms)

Nationality of the Owner	
Name	Nationality

1		
2		
3		
4		
5		

A-3 Summary of Joint Venture

Names of all members of Joint Venture	
Lead firm	
Other JV member	
Other JV member	

Joint Venture Agreement

To: Chief Project Director, Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project

Address: Himachal Pradesh Forest Department, Talland, Shimla - 171001 (INDIA)

Phone: 91-177-2624186, 2623147

Fax: 91-177-2624192, 2624193

Email: apccfprojecthp@gmail.com

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for Assistance in the Implementation of the Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement Project on behalf of their organizations.

They hereby declare:

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

1. that they have nominated _____ [name of the lead firm] as the lead 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 Joint Venture] 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 members of the Joint Venture shall be liable jointly and severally for the execution of the Contract;
4. that this Joint Venture is an association constituted for the purpose of providing the consulting services under the Contract
5. that each and every member of this Joint Venture shall provide at least one expert for the contract period in any one of the Required areas of expertise that are stipulated in para. 2 of the Request for Expression of Interest ;
6. that this Joint Venture should be post-disqualified in case the Joint Venture should breach the agreement in respect of item 5 above when submitting a Proposal;
7. if the Representative of the Employer accepts the Proposal of this Joint Venture, it shall not modify the composition or constitution of the Joint Venture formed and proposed in the Proposal until the completion of Contract without the prior consent of the Representative of the Employer;

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

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

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

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

Relevant Experience Record

[Note: For Joint Venture, all the members are requested to provide information, in this form, of the similar service contracts in last ten (10) years. Major services must be related to the following fields;

- 1) Project Management and Community Based Forest Management
- 2) Livelihood and Gender
- 3) Soil Water Conservation/ Construction Management
- 4) Biodiversity Conservation

The value of the contract should be based on the currencies of the contracts converted into Indian Rupee, at the date of substantial completion, or for current contracts at the time of award.]

C-1. Name of Applicant to provide information

C-2 General Experiences

Name of assignment:	Country:
Duration (from month/year/to month/year)	Employer:
Contract status of the firm: Sole J/V Subcontractor	Japanese ODA Loan: Yes No
Total contract amount as JV:	Contract amount of the firm:
Total men-months of professional as JV:	Men-months of professional provided by the firm:
Summary of the service:	

Available Experts

[Note: Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings;]

- 1) Project Management and Community Based Forest Management
- 2) Livelihood and Gender
- 3) Soil Water Conservation/ Construction Management
- 4) Biodiversity Conservation

No. of Expert/Engineer to be Available

Name of the firm (each JV member)	Expertise	Degree (Bachelor, Master, Doctor)	No. of Experts
(Example) ABCD	Project Management	Master (Business Administration)	3
ABCD	Financial Management Expert	Bachelor of Economy	2

Financial Information

[Note: The Applicant or each member of Joint Venture is requested to provide audited financial statement (balance sheet, income statement, and cash flow statement) in last five (5.) years. The Applicant or each member of Joint Venture is also requested to provide summary of financial information in the following form.]

For member;

Financial information in Indian Rupee equivalent	Actual: previous 5 years (use the accounting year of the applicant or each member of Joint Venture)				
	Accounting Year 1	Accounting Year 2	Accounting Year 3	Accounting Year 4	Accounting year 5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Sales of which consulting services only (Turnover)					
6-1. Gross Profits of the firm					
6-2. Gross Profits out of consulting services only					
7-1. Profits after taxes of the firm					
7-2. Profits after taxes from consulting services only					