

**EXPRESSION OF INTEREST FOR EMPANELMENT OF NON-  
GOVERNMENT ORGANIZATIONS (NGOs)  
FOR ACTIVATION OF  
BIODIVERSITY MANAGEMENT COMMITTEES (BMCS),  
ENRICHMENT OF THE PEOPLE'S BIODIVERSITY  
REGISTERS (PBRs) AND OTHER ALLIED ACTIVITIES**

**Expression of Interest No.233/OBB/2024/ 7758, Date of Issue: 20.02.2024**

**Last Date of Submission: 06.03.2024**

**Odisha Biodiversity Board**

Regional Plant Resource Centre Campus  
Nayapalli, Bhubaneswar-751015  
Forest, Environment and Climate Change Department,  
Government of Odisha,

Tel No.0674-2552006

Email: msobb@rediffmail.com

[www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)

**Sd/-**

**MEMBER SECRETARY  
ODISHA BIODIVERSITY BOARD  
BHUBANESWAR**

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Expression of Interest (EoI) is invited in the prescribed format from experienced Non- Government Organizations (NGO) of national repute with prior experience in implementing projects related to the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha, to be empaneled as Partner NGO at District level and to facilitate in the constitution/ reconstitution/ activation of Biodiversity Management Committees at the local level and formulation of the People’s Biodiversity Registers along with allied activities as provisioned under the Biological Diversity Act, 2002 read with its Amendment of 2023 and Odisha Biodiversity Rules, 2012.

The detailed document containing scope of work and project area in Part I and the eligibility criteria and evaluation process are in Part II of the document. The Part III consists of the Forms and Formats for Expression of Interest with details of the applicant. The said document can be downloaded from the website: **[www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)**. Clarifications on the matter can be sought through email [odishabiodiversityboard@gmail.com](mailto:odishabiodiversityboard@gmail.com). The clarifications will be posted on the website for the perusal of all concerned.

**Sd/-  
Member Secretary,  
Odisha Biodiversity Board**

## A. Important Fact Sheet

Sl. no	Activity	Details
1	Nature of Work	Selection for Empanelment of NGOs to facilitate in the constitution/ reconstitution/ activation of Biodiversity Management Committees at the local level and Enrichment of the People's Biodiversity Registers along with allied activities as provisioned under the Biological Diversity Act, 2002 (amended 2023) and Odisha Biodiversity Rules, 2012.
2	Name of the Issuer of this Expression of Interest Notice	Odisha Biodiversity Board (OBB), Forest, Environment and Climate Change, Department Government of Odisha.
3	Website for downloading documents regarding the tender	www.odishabiodiversityboard.in
5	Last Date of Receipt of Bids	Date: 06.03.2024 Time: 5:30 PM
6	Mode of Receipt of Bids	Only through the <b>Speed Post/ Courier</b>
7	Address for Correspondence	Member Secretary Odisha Biodiversity Board Regional Plant Resource Centre Campus Nayapalli, Bhubaneswar-751015, Odisha Email: odishabiodiversityboard@gmail.com/ niharnayak@yahoo.com Contact no: 0674-2552006, 8763310800
8	EOI Opening of Technical Proposals in presence of Applicants Physical Mode	Date: 07.03.24 Time: 3:00 PM – 6:00 PM
9	Date of Technical Presentation by Applicant shortlisted in Technical Proposals	Date: To be informed
10	Empanelment	Date: Will be informed through website and in writing to all technically qualified NGOs/Organizations.
11	Validity of Proposal	The panel of Technically Qualified Applicants shall be valid for a period of one year from the date of notification in the website. This is extendable as per requirement of the assignment.

The Board reserves the right to change any schedule items/dates. Please refer to the website mentioned in the notice regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time shall not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the website.

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**Part I: General Information for the Applicants**

**1.0 About Odisha Biodiversity Board**

Odisha Biodiversity Board (OBB) under the administrative control of the Forest, Environment and Climate Change Department, Government of Odisha, is functioning since 2009 to implement the statutes of Biological Diversity Act 2002 and its Amendment of 2023 and Rule 2004 read with Odisha Biodiversity Rules, 2012.

Odisha Biodiversity Board has the mandate to implement the Biological Diversity Act, 2002 and its Amendment of 2023 which envisages conservation of biodiversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resources and associated traditional knowledge. Subsequently in 2012, Odisha Biological Diversity Rules 2012 were formulated.

The Section 41 of the Biological Diversity Act 2002 prescribes for constitution of Biodiversity Management Committees at the level of every local body. Odisha Biodiversity Board has facilitated the constitution of 7256 Biodiversity Management Committees (BMCs) in all 7256 local bodies of Odisha with the cooperation of Forest, Environment and Climate Change Department, Panchayati Raj Department and Housing and Urban Development Department, Government of Odisha. This includes 6798 BMCs at Panchayat level, 114 BMCs at Urban level, 314 BMCs at Block level and 30 BMCs at District level. Equal numbers of Dynamic People's Biodiversity Registers (PBRs) have also been prepared through the web application [www.pbrodisha.in](http://www.pbrodisha.in). The Board has been conducting capacity building programs for the BMCs since last seven years on the Biological Diversity Act 2002. Till date around 600 BMCs have been sensitized on the Biological Diversity Act 2002. However, those programs mostly involved the BMCs which have been constituted directly under the supervision of the Board. However, there is a huge challenge before the Board to activate those BMCs to implement various provisions of the Biological Diversity Act 2002 read with its Amendment of 2023 in their respective jurisdiction and all the PBRs require to be enriched.

In this regard, a rapid outreach program is required to establish connection with them. Suitable NGOs having proficiency on biodiversity work related to Biological Diversity Act 2002 are to be empaneled for this purpose. It

is, therefore, planned to identify and empanel NGOs for the purpose to work in different parts of the state for the activation of BMCs, enrichment of PBRs and other allied activities of the Board. The NGOs will serve to bridge the gap and coordinate activities between the Board and BMC. The Board will organize capacity building training-cum-orientation programs for the NGOs on various provisions of the Biological Diversity Act 2002 and its Amendment of 2023 and on the modus operandi of the present assignment.

### **1.1 Scope of Assignment**

The present Assignment will involve constitution/ reconstitution/ activation of the Biodiversity Management Committees (BMCs), enrichment of People's Biodiversity Register (PBRs) and other allied activities related to the biodiversity management and conservation as assigned from time to time. This will include conduct of capacity building cum orientation programs, development of standard operating procedures and guidelines on various activities of Odisha Biodiversity Board, celebration of important days related to biodiversity awareness and conservation, etc.

### **1.2 Application Process**

Some of the biodiversity rich sites are located in more than one District while others are contained within one District. Those sites located in more than one District have been clubbed into one Cluster. (Please refer to Annexure 1V).

**Each applicant NGO will have to apply for one District per Application Form submitted (in item 2a of TECH A- 2). In case an NGO wishes to apply for more than one District, they will have to apply for each District separately.**

**In case of biodiversity rich sites located in more than one District as specified in Annexure IV, the applications are to be made for the whole cluster of Districts in one form but the Processing Fee has to be submitted for each District (@ Rs. 2000/- per District). However, one single application form is to be submitted for the said cluster proposed to be taken up. Since the workload in the cluster will be heavy, an applicant will be assigned a maximum of 25 BMCs and PBRs each. In case there are more numbers of left over BMCs and PBRs in a District, then the assignment will be given to the next empaneled NGO. (Please refer to the Annexure IV for Details on Processing Fee and EMD for Clusters).**

The finally empaneled NGO will be allocated to take up the said assignment in one District on the basis of District wise merit list. However, in case where no NGO has applied for a District, the work may be assigned to other NGOs of neighboring Districts on the basis of the competency and the human resource available with the empaneled NGO.

The empanelment of NGOs will be done District wise as applied for on the basis of merit in the selection procedure. A maximum of 5 NGOs in the order of merit will be empaneled for each District.

The biodiversity rich sites have been mentioned in Annexure IV. These sites lie within one or more than one Districts. In case where the biodiversity rich site lies in one District, the empanelment procedure mentioned above will be followed. In case where the biodiversity rich sites lie in more than one Districts, then the NGOs are to apply in form **(to be specified in item 2b of TECH A- 2)** for the entire cluster of Districts and the empanelment of NGOs will be done on the basis of merit of NGO considered for that particular cluster of Districts the entire cluster of Districts. This is being prescribed to ensure uniformity of work and output in a cluster of Districts having a particular biodiversity rich site.

The decision for allocation of work after empanelment will be made by the Member Secretary, OBB. The disputes in this regard, if any, will be brought to the notice of the Chairperson OBB for resolution and his/ her decision in the matter shall be final.

### **1.3 Selection Process**

Applications are invited in the prescribed formats from Non-Government Organizations (NGO) with prior experience in biodiversity survey/micro-plan preparation/bio-resource mapping/BMCs constitutions/preparation of People's Biodiversity Registers (PBRs) at the level of local bodies (Urban/Rural). The selection does not necessarily entitle the applicant for empanelment. The panel will be valid for a period of one year from the date of the signing of contract with the OBB. The decision of the Member Secretary in this regard will be final and binding to all concerned. The details of application process in the previous section may be referred to. **Whenever any agency is interested to apply for more than one District or cluster of Districts, a separate application along with processing fees is to be submitted separately for each District or Cluster of Districts.**

The applicants fulfilling the eligibility criteria will be Technically Evaluated out of 80 marks. Those applicants scoring 60 marks or more will be shortlisted for making a presentation before the Selection Committee on a date and venue to be intimated separately. Applicants scoring more than 70 marks in the Technical Proposal and Presentation will finally be empaneled for the proposed assignment. The District wise or cluster District wise list of empaneled NGOs in the order of merit will be notified on the OBB website.

### **1.4 Human Resource**

The empaneled Non-Governmental Organization (NGO) shall engage such professional and technical manpower in the Districts as required for effective implementation, efficient monitoring of BMCs and development of quality PBRs. Such group of experts at District may be termed as "Field Management Unit" (FMU). There will be two types of experts in the FMU viz. PBR Expert and BMC Expert.

#### **1.4.1 Selection of the PBR Expert and BMC Expert**

Selection of the BMC and PBR Experts will be done by the empaneled Non-Governmental Organization (NGO), from open market through a competitive process, by placing advertisements. Thereafter, a Selection Committee consisting of NGO representative will select the Experts for being engaged by the NGOs. Information regarding all such engagements/appointments/ continuance of manpower will be intimated in writing by NGO to The Member Secretary, OBB within one-month of signing of agreement. The experts engaged by the NGO will report and work under the NGO concerned, for carrying out the implementation of various BMC and PBR Experts.

#### **1.4.2 Qualifications and Roles and Responsibilities of Experts to be engaged by the empaneled NGO**

The Qualifications and Roles and Responsibilities of Experts to be engaged by the empaneled NGO are given below:

<b>S. No.</b>	<b>Name of the Expert</b>	<b>Essential Qualification</b>	<b>Experience</b>	<b>Roles and Responsibilities</b>
1.	Biodiversity Management Committee Expert (BMC Expert)	Graduate in Arts (Preference will be given to Candidates having degree in Social Science/ Rural Development)/ Master of Social Work (MSW)/ Rural Development)	Experience in managing activities at the level of local bodies (Urban/Rural) level related to Forestry/ Biodiversity/ Agriculture/ Allied Sector Must have proficiency in Odia Language and MS Office of Computers	<ul style="list-style-type: none"> <li>• Community Mobilization</li> <li>• Identification of BMC Members</li> <li>• Conduct of Meetings of Gram Sabha, VSS, EDC</li> <li>• Constitution of Biodiversity Management Committee (BMC)</li> <li>• Conduct of Capacity Building and awareness programs for BMC Members</li> <li>• Developing Standard Operating Procedures (SOPs)</li> </ul>
2.	Peoples' Biodiversity Register Expert (PBR Expert)	Graduate in Botany/ Zoology/Life Science/ Biotechnology/ Agriculture/ Forestry/ Allied Sectors	Experience in PRA Tools/ preparation of Microplan/PBRs or Biodiversity related Research/Biodiversity Survey/Bio Resource Mapping Must have proficiency in Odia Language and MS Office of Computers	<ul style="list-style-type: none"> <li>• Identification of flora and fauna</li> <li>• Preparation and Enrichment of Peoples' Biodiversity Registers (PBRs)</li> <li>• Developing Standard Operating Procedures (SOPs)</li> </ul>

#### **1.5 Review Process:**

The PBR monitoring committee of OBB will review the progress of the

PBR preparation monthly. The authorized representatives of the NGO need to attend the review meeting and present their activities.

### **1.6 Project Management Cost:**

The NGO will be paid 'Project Management Cost' by the OBB for the period of contract as per the agreement signed.

**1.6.1 Estimated cost:** The estimated cost for one BMC and PBR is Rs. 90,000/-.

### **1.6.2 Payment Schedule**

The payment Schedule is given below:

Payment will be released by OBB to the NGO who has been assigned the work, on submission of bills and reports on progress of work. Constitution/ reconstitution / activation of BMC and PBR enrichment shall be carried out by NGO under the guidance and consultation of OBB in a transparent manner. Some preliminary work has already been carried out by the Junior Project Fellows engaged by the OBB. However, the NGO shall collect authentic data and must record complete and correct information in all Formats/Annexures of PBR.

<b>S.No.</b>	<b>Name of Deliverable Task</b>	<b>Percentage of Payment</b>
1.	Number of BMCs activated	10%
2.	After submission of information on Annexure 1 to 5 of Part- I.	20%
3.	after submission of Ecological data of Part- II (format 1, 2, 3, 4, 5, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30),	30%
4.	After submission of data pertaining to format 6, 7, 8, 9, 10, 17 & 31 (Demographic data) of Part -II of PBR	20%
5.	After submission of draft PBRs	10%
6.	After final submission of People's Biodiversity Registers (PBRs)	10%
	Total	100% of the payment

### **1.7 Validity of the EoI**

The Expression of Interest Proposal is valid for three months from the date of its publication.

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**Part II: The Empanelment Process**

**2.1 Eligibility Criteria for Empanelment:**

The Non- Government Organizations who are implementing or have implemented projects dealing with the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha are eligible for empanelment subject to fulfilling the Criteria for Selection Procedure.

The proposals will be screened on the basis of the following essential eligibility criteria: -

- The Agency interested in applying for empanelment should be a registered entity under the relevant statute with experience in said field for minimum of five years (ending 31<sup>st</sup> March, 2023).
- The Agency should have an average turnover of Rs. 15 lakhs (Rupees fifteen lakhs) per annum during the last three financial years (i.e., from 2020-21, 2021-22 and 2022-23).
- The Agency must be technically competent with demonstrated experience with respect to planning, community mobilization, capacity building, with expertise on PRA technique and Microplan Preparation and have adequate techno- managerial staff on pay roll.
- The Agency must have experience in constitution, reconstitution and activation of Biodiversity Management Committees at local level, preparation of People’s Biodiversity Registers.
- The Agency shall furnish an undertaking to the effect that the agency has never been black listed in Odisha, India or abroad.

**2.2 Evaluation Procedure for Empanelment of NGOs:**

The Evaluation Procedure for Empanelment of NGOs will involve two stages of Technical Evaluation as mentioned below:

- The Technical Proposal
- The Presentation of the Proposal through Powerpoint Presentation

The method to be followed during the overall selection process will be based on the evaluation of the eligibility criteria and the presentation of the proposal carrying a maximum of 100 marks. The details of marking system of the Technical Proposal are as under:

<b>S. No.</b>	<b>Eligibility criteria</b>	<b>Max Marks</b>
<b>A</b>	<b>Technical Proposal</b>	
1.0	General Experience of the Applicant in proposed areas of assignment	15
2.0	Relevant experience	20
3.0	Geographical presence	15
4.0	Staff Position	15
5.0	Financial strength of the firm based on last three years audited accounts.	15
	<b>TOTAL of A</b>	<b>80</b>
<b>B</b>	<b>Presentation</b>	
6.0	Presentation on the Offer	20
	<b>TOTAL (= A + B)</b>	<b>100</b>

**Note: The number of Assignments means the number of BMCs/ PBRs.**

The details of markings for individual items in the Evaluation Procedure are mentioned below:

### **A. Technical Proposal**

#### **1.0 General Experience**

<b>S. No.</b>	<b>Areas of Assessment</b>	<b>Marks</b>
<b>1.1</b>	<b>Number of Assignments in the field of community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha (Number of Projects)</b>	<b>9</b>
a.	More than 15 numbers	9
b.	9 to 15 numbers	5
c.	4 to 9 numbers	3
<b>1.2</b>	<b>Credibility of the Agency in terms of recognition by its clients from government or non- government sectors including international donors, awards, network lead position etc. in the related fields(number of clients) (List of Clients is to submitted separately)</b>	<b>6</b>
a.	More than 6 numbers	6
b.	4 to 6 numbers	4
c.	1 to 3 numbers	2
	<b>Total (= 1.1 + 1.2)</b>	<b>15</b>

## 2.0 Relevant Experience = 20 Marks

S. No.	Areas of assessment	Marks
<b>2.1</b>	<b>Assignments on Community Mobilization (no. of Projects)</b>	<b>4</b>
a.	More than 4 numbers	4
b.	3 to 4 numbers	3
c.	1 to 2 numbers	2
<b>2.2</b>	<b>Assignments on PRA and Microplan preparation (no. of Projects)</b>	<b>4</b>
a.	More than 4 numbers	4
b.	3 to 4 numbers	3
c.	1 to 2 numbers	2
<b>2.3</b>	<b>Assignments on constitution/ reconstitution/ activation of BMCs</b>	<b>6</b>
a.	More than 15 numbers	6
b.	10 to 15 numbers	4
c.	5 to 9 numbers	2
<b>2.4</b>	<b>Assignments on preparation of People's Biodiversity Registers (PBRs)</b>	<b>6</b>
a.	More than 15 numbers	6
b.	10 to 15 numbers	4
c.	5 to 9 numbers	2
	<b>Total (Item 2.1 to 2.4)</b>	<b>20</b>

## 3.0 Geographical Presence = 15 Marks

S. No.	Areas of assessment	Marks
<b>3.1</b>	<b>Working Experience in Odisha</b>	<b>5</b>
a.	Working Experience in more than 5 Districts or	5
b.	Working Experience in 3 to 5 Districts or	3
c.	Working Experience in 1 to 2 Districts	1
<b>3.2</b>	<b>Number of BMCs Handled previously</b>	<b>5</b>
a.	More than 10 numbers	5
b.	5 to 10 Numbers	3
c.	1 to 4 Numbers	1
<b>3.3</b>	<b>Number of PBRs prepared previously</b>	<b>5</b>
a.	More than 10 numbers	5
b.	5 to 10 Numbers	3
c.	1 to 4 Numbers	1
	<b>Total (Item 3.1 + 3.2 + 3.3)</b>	<b>15</b>

## 4.0 Staff Position of Key Personnel = 15 Marks

S. No.	Areas of assessment	Marks
<b>4.1</b>	<b>Number of Key Staff on pay roll having Graduate Degree in Rural Management/ Social Science</b>	<b>10</b>
a.	More than 10 number	10
b.	5 to 10 numbers	6

c.	Less than 5 numbers	3
<b>4.2</b>	<b>Number of Women Key Staff on pay roll having Graduate Degree in Rural Management/ Social Science</b>	<b>5</b>
a.	More than 5 numbers	5
b.	3 to 5 numbers	3
c.	2 numbers	2
	<b>Total (= 4.1 + 4.2)</b>	<b>15</b>

### 5.0 Financial Strength of the Applicant = 15 Marks

S. No.	Areas of assessment	Marks
5.1	Average Annual Turnover of more than Rs. 25 Lakhs per annum in last three Financial years (i.e., 2020- 21 to 2022- 23)	15
5.2	Average Annual Turnover is between Rs. 16 to Rs. 25 Lakhs per annum n last three Financial years (i.e., 2020- 21 to 2022- 23)	13
5.3	Average Annual Turnover is Rs. 15 Lakhs per annum in last three financial years (i.e., 2020- 21 to 2022- 23)	10
	<b>Total (Item 5.1)</b>	<b>15</b>

## B. Presentation

### 6.0 Evaluation on the Presentation on the Offer = 20 Marks

S. No.	Areas of assessment	Marks
6.1	Understanding/ Clarity on the Scope, the context and the outcomes of assignment, with time line	5
6.2	Methodology of proposed execution of work- the Planning, Management Plan, Operationalising the assignment	5
6.3	CV of the Proposed Personnel to be deployed for the assignment	5
6.4	Overall Coherence of presentation	5
	<b>Total (Items 6.1 to 6.4)</b>	<b>20</b>

### 2.3 Empanelment Procedure:

- Primary selection of Applicant will be done basing on criteria defined in the Evaluation Section.
- Applicants scoring 60marks and above out of 80 marks in the Technical Proposal will be short listed for a presentation before the Selection Committee.
- Date of presentation will be intimated to the shortlisted applicants well in advance.
- Applicants scoring more than total 70 marks in the Technical Proposal and Presentation together will finally be empaneled for the proposed assignment.
- Based on marks scored in the Technical Proposals submitted and

presentations made, technically qualified agencies will be selected. This will amount to qualification for empanelment.

- Empanelment of the Applicant for the assignment will be on the basis of merit list thus prepared on the marks secured by each applicant and does not guarantee the actual deployment. The actual deployment will depend upon the availability of funds and the prioritization of the project sites.

#### **2.4 Language of Proposals:**

The proposal and all related correspondence exchanged between the applicant and the OBB shall be written in the English language.

#### **2.5 Contract Negotiation:**

The finally empaneled applicants selected for each District/ cluster (as per their offers of the Districts) will be invited for the Contract Negotiations. The Contract Negotiations will be held at a date, time and address as intimated to the empaneled applicant so invited. The invited empaneled applicant will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the so invited applicant must have written authority to negotiate and conclude a contract. Negotiation will be performed covering Technical and Financial aspects, if any and availability of proposed professionals etc.

#### **2.6 Performance Bank Guarantee: (PBG)**

Within 15 days of notifying the acceptance of proposal for the award of contract, the empaneled applicant shall have to furnish a Performance Bank Guarantee amounting to 03% of the Contract Value from a Nationalized Bank situated in Bhubaneswar in favour of Odisha Biodiversity Board”, as per the format at Annexure-II, for a period of SIX months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 6 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after SIX months of expiry of contract provided there is no breach of contract on the part of the empaneled applicant. No interest shall be payable on the PBG.

#### **2.7 Dispute Resolution**

The OBB and the Applicant shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved shall be placed before the Chairperson and Principal Chief Conservator of Forests, Odisha Biodiversity Board and the decision of the Chairperson, OBB shall be final and binding on all parties.

## **2.8 Governing Law and Penalty Clause**

The schedule for delivery of assignment as mutually agreed upon is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Applicant to be liable for damages and thereafter the OBB holds the option for cancellation of the contract for pending activities and complete the same by any other agency. The rights and obligations of the OBB and the Applicant under this contract will be governed by the prevailing laws of Government of India and Government of Odisha.

## **2.9 Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use of confidential information related to the process by any applicant may result in rejection of its proposal and may be subject to the provisions of the OBB's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the OBB, the applicant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

## **2.10 Copyright, Patents and Other Proprietary Rights**

Odisha Biodiversity Board (OBB) shall be retaining all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the OBB's request, the Applicant

shall take all necessary steps to submit them to the OBB in compliance with the requirements of the contract.

## **2.11 Disclaimer**

The Odisha Biodiversity Board (OBB) shall not be responsible for any late receipt of offers for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

This Expression of Interest (EOI) is not an agreement or an offer by OBB to the prospective applicants or any other person. The purpose of this EOI is to provide interested applicants with information that may be useful to them in the formulation of their proposals pursuant to this EOI. Thus, OBB reserves the rights;

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the OBB without assigning any reasons thereof.
- To include any other item in the Scope of Work at any time after consultation with the empaneled applicants or otherwise.
- To determine the number of BMCs and PBRs to be taken up taking into account the existing / anticipated work load.
- Information provided in this EOI to the applicants may be on a wide range of matters, some of which may depend upon interpretation of law.
- The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- OBB, its employees, consultants and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any empanelment of

an NGO for OBB.

- OBB accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any applicant upon the statements contained in this EOI.
- OBB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.
- The issue of this EOI does not imply that OBB is bound to select an Applicant or to appoint the selected applicant, as the case may be, for providing the services and it reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- The applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OBB or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the applicant and OBB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.

**EXPRESSION OF INTEREST FOR EMPANELMENT OF NON-GOVERNMENT ORGANIZATIONS (NGOs)  
FOR ACTIVATION OF  
BIODIVERSITY MANAGEMENT COMMITTEES (BMCS),  
ENRICHMENT OF THE PEOPLE'S BIODIVERSITY REGISTERS (PBRs) AND  
OTHER ALLIED ACTIVITIES  
Part III: The Technical Proposal Forms**

**TECH A-1 : [Technical Proposal]Covering Letter (On Applicant's Letter Head)**

[Location, Date]

**To,**

**The Member Secretary,  
Odisha Biodiversity Board,  
Bhubaneswar- 751015**

**Sub:** Expression of Interest for Empanelment of NGOs for assignment under Odisha Biodiversity Board.

Dear Sir / Madam,

I, the undersigned, offer to participate in the selection process to provide services for \_\_\_ in accordance with your Expression of Interest No.: \_\_\_, Dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal in sealed envelope.

I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this EOI is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours Sincerely,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Applicant:** \_\_\_\_\_

**TECH A -2: General Details of Applicant's Organization**

<b>S. No.</b>	<b>Description</b>	<b>Full Details</b>
1	<b>Name of the Organization</b>	
2a.	<b>Name of Single District Applied for.</b>	
b.	<b>In case of Cluster of Districts Applied for, please mention the Name of Site, Category, District and Cluster No. (from Annexure IV)</b>	
3	<b>Date of Establishment:</b>	
4	<b>Experience in years</b> (Community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha)	
5	<b>Registered Office Address:</b> Tel: Fax: Email id:	
6	<b>Address for Communication:</b> Tel: Fax: Email id:	
7	<b>Details of Individual who will serve as the point of contact/communication:</b> Name: Designation: Mobile No.: Email id:	
8	<b>Details of the authorized person signing &amp; submitting the bid on behalf of the Applicant:</b> Name: Designation: Mobile No.: Email id:	
9	<b>Registration / Incorporation Details</b> Registration No: Date & Year:	
10	<b>EOI Processing Fee Details:</b> Amount: BC/DD No.: Date: Name of the Bank:	
11	<b>EMD Details:</b> Amount: BC/DD No.: Date: Name of the Bank:	
12	PAN Number	
13	Goods and Services Tax Identification Number(GSTIN)	
14	Willing to carry out assignments as per the scope of work of the EOI	<b>Yes</b>
15	Willing to accept all the terms and conditions as specified in the EOI	<b>Yes</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH A -3: Applicant's Organization (Financial Details)**

<b>Financial Information in Rs.</b>				
<b>Details</b>	<b>FY 2020 -21</b>	<b>FY 2021 -22</b>	<b>FY 2022 -23</b>	<b>Average</b>
<b>Annual Turnover (in Rs. Lakh)</b>				
<b>Supporting Documents:</b>  Copies of Audited financial statements for the last three FYs ( <b>2020- 21, 2021-22 and 2022-23</b> ) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years, signed with seal by the Authorized signatory is mandatory along with this form), <b>failing which the proposal will be outrightly rejected.</b>				

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: No Scanned Signature will be entertained***

#### TECH A- 4: Details of Applicant's Past Experience

**Table-1 (List of completed or ongoing assignments on community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha during last 5 years)**

S. No.	Period	Name of the Assignment with Details thereof	Name of the Client	*Contract Value (in Rs.) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Note:** Applicants are requested to furnish the list of the assignments undertaken/completed during the last 5 Years (1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

\*Assignments having total Contract Value of  $\geq$  Rs. 15 Lakhs & Duration of  $\geq$  12 Months only will be taken into consideration.

\*\* Applicants are requested to refer to the Eligibility Criteria for empanelment process available at Section: 2.01 of Part-II (Evaluation Process).

**TECH A- 5: Information Regarding any Conflicting Activities and Declaration  
Thereof**

***Are there any activities carried out by your organization which are of conflicting nature as mentioned in the Eligibility Criteria for participating in the bidding available at Section: 2.01 of Part-II (Evaluation Process). If yes, please furnish details of any such activities.***

If no, please certify,

**In Applicants Letter Head**

I, hereby declare that our organization is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the document.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/ contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH A-6: Self Declaration for Not Banned/Black Listed/Debarred/Suspended**

**To**

**The Member Secretary,  
Odisha Biodiversity Board,  
Bhubaneswar**

**Ref.:** EOI No. \_\_\_\_\_, Dated: \_\_\_\_\_

Sir / Madam,

I hereby declare that our organization has not been banned/blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court/Public Sector Unit in India as mentioned in the document.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/ contract shall be rejected / terminated by the OBB which shall be binding on us.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH B1: Applicant Organization's Brief Profile**

*[Provide here a brief description regarding professional background of the organisation]*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*[NB: Applicant needs to restrict the above information within 3-5 pages only]*

## TECH B2: Applicant's Experience

[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out the services similar to the ones requested under this assignment during last **five financial years**]

### FORM-I:

(Assignment on the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha)

S.No.	Item of Work	Mention in Brief
1.	Assignment Name:	
2.	Location:	
3.	Name of Client:	
4.	Address:	
5.	Start Date (Month/Year):	
6.	Completion Date (Month/Year):	
7.	Value of the Contract (in Rs.):	
8.	Duration of Assignment (months):	
9.	Total No. of staff-months of the Assignment:	
10.	No of professional staff-months provided by associated Consultants:	
11.	Narrative Description of Project:	
12.	Description of actual services provided by your staff within the Assignment	
13.	Any other Details	

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: Please add more sections for each Assignment. 10 Best Assignments in any sector, write up of each assignment is to be restricted to 1 page only]**

**TECH B3: Comments and Suggestions of the Applicant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

*[The Organization needs to present and justify in this section, if any modifications to the Terms of Reference he/she is proposing to improve performance in carrying out the assignment)*

**B: On Role clarity, Input and Facilities to be provided by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

## **TECH B4: Description of Approach, Methodology and Work Plan to Undertake the Assignment**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, Applicant should explain his/her understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]*

### **A. Understanding of the Objectives, Scope and Completeness of response**

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). ***Please do not repeat/copy the ToR here.***

### **B. Description of Approach and Methodology:**

- a. Key strategies and guiding principles for Task
- b. Proposed Framework
- c. Information matrix
- d. Any other issues

### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha and any other issues.

### **D. Staffing and Study Management Plan:**

The Applicant should propose and justify the function of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities and deliverable indicators (week wise). (Graphical representation)

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Applicants are requested to furnish the above information limiting it up to 5-7 pages only with Bookman Old Style Font Size-12.***

**TECH B5: Format of Curriculum Vitae (CV) for Proposed Professional/ Staff**

**1. Proposed Position:**

*[For each position of professional staff separate form Tech B-6 will be prepared]*

**2. Name of Firm [Insert name of Firm proposing the position]:**

**3. Name of Staff [Insert Name of Staff in Full]:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education [Include other specialised education of staff]:**

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

Language	Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
English									
Odia									
Hindi									

*NB: For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.*

**12. Proficiency in Computers**

S. No.	Name of Software	Proficiency Level		
		Excellent	Good	Fair
1.	MS Word			
2.	MS Excel			
3.	MS Powerpoint Presentation			
4.	MS Access			
5.	Any Other (Please Specify)			

**13. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last five years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned:</b> <i>[List all tasks to be performed under this Assignment/job]</i>	

**14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b>Name of the Assignment/Job/Project</b>	
<b>Year:</b>	
<b>Location:</b>	
<b>Name of the Client:</b>	
<b>Project Features:</b>	
<b>Position Held:</b>	
<b>Activities Performed:</b>	

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full assignment duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any willful misstatement herein leads to disqualification of CV.*

**Signature of the Staff Member with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements.**

**TECH B-6: Team Composition and Task Assignment for each member during the assignment**

S.No.	Name of the Professional/ Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1						
2						
3						
4						

**(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format.)**

**TECH B7: Work Schedule for the Proposed Assignment**

**Proposed Work Plan for the Assignment (preferably on Logical Framework)**

Month → ↓ Sequence of Study Activities / Sub Activities	1	2	3	4	5	6	7	8	9	10	11	12

Indicate all main activities / sub activities of the proposed assignment including delivery of reports and other associated sub-activities

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

## EOI Submission Check List

S. No	Description	Submitted Yes/No	Page No.
<b>Technical Proposal</b>			
<b>(Part – A) (Original)</b>			
1	Filled in EOI Submission Check List ( <b>Annexure-I</b> )		
2	Covering Letter ( <b>TECH A-1</b> )		
3	EOI Processing Fee of Rs. 2,000/- in form of Demand Draft/Banker's Cheque		
4	EMD of <b>Rs. 5,000/- Per District</b> in form of Demand Draft/Banker's Cheque (for Clusters please refer to Annexure IV)		
5	Copy of Certificate of Incorporation / Registration of the Applicant		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last three financial years ( <b>2020-21, 2021-22&amp;2022-23</b> )		
9	General Details of the Applicant ( <b>TECH A-2</b> )		
10	Financial details of the Applicant( <b>TECH A-3</b> ) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments (Past Experience Details)( <b>TECH A-4</b> )alongwiththecopiesofworkorders/ Contract Document / Completion Certificateforthe respective assignments		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH A-5</b> )		
13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit inIndia ( <b>TECH A-6</b> ).		
<b>(Part– B) (Original)</b>			
1	Brief profile of Applicant Organization ( <b>TECH B-1</b> )		
2	Applicant Experience ( <b>TECH B-2</b> )		
3	Comments and Suggestions ( <b>TECH B-3</b> )		
4	Description of Approach, Methodology & Work Plan ( <b>TECH B-4</b> )		
5	CV of Key Professionals ( <b>TECH B-5</b> )		
6	Team Composition and Task Assignment ( <b>TECH B-6</b> )		
7	Work Plan ( <b>TECH B-7</b> )		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Format for submission of Performance Bank Guarantee**

**To,**  
**The Member Secretary,**  
**Odisha Biodiversity Board,**  
**Bhubaneswar- 751015**

WHEREAS..... (Name and address of the Applicant) (hereinafter called –the NGO) has undertaken, in pursuance of EOI No..... dated ..... to undertake the service ..... (description of services) (herein after called- the contract).

AND WHEREAS it has been stipulated by the Odisha Biodiversity Board (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled Nationalized Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the NGO such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the NGO, up to a total of .....

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the NGO to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Applicant (NGO) shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Performance Bank Guarantee shall be valid until the ..... day of , 202\_\_\_.

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before

Dt. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

**(Signature of the Authorized Officer of the Bank)**

.....

**Name and designation of the officer**

.....

.....

**Seal, name & address of the Bank & Branch**

## Deliverable Milestones

S. No.	Name of Deliverable Activities	Deliverable Milestone Parameters	Timeline (in No. of Months)	Remarks
<b>A.</b>	<b>Constitution/ Reconstitution/ Activation of BMCs</b>			
1.	Community Mobilization in concerned Panchayat.	Numbers of BMCs	All the mentioned works in 1.0 months.	
2.	Identification of Names	Numbers of BMCs		
3.	Notice Circulation for Gram Sabha Meeting.	Numbers of BMCs		
4.	Nomination of names of members for BMCs	Numbers of BMCs		
5.	Constitution of BMCs	Numbers of BMCs		
6.	Conduct of Gram Sabha Meeting by passing a Resolution	Numbers of BMCs	As per Schedule	
7.	Opening of Bank Accounts	Numbers of BMCs	1.5	
8.	Intimation of Details of Bank Accounts of BMC to Odisha Biodiversity Board (OBB)	Numbers of Reports	2.0	
9.	Opening of Registers	Numbers of BMCs	2.5	
10.	Transfer of Amount for BMC to the Bank Account (LBF)	Numbers of BMCs	3.0	
11.	Activation of BMC through Capacity Building	Numbers of BMCs	3.0	
12.	Report of Completion of BMC Activation to be submitted to OBB	Numbers of Report	3.0	
<b>B.</b>	<b>People's Biodiversity Registers (PBRs)</b>			
1.	Submission of information on Annexure 1 to 5 of Part- I	Numbers of BMCs	4.5	
2.	Submission of Ecological data of Part- II (format 1, 2, 3, 4, 5, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30),	Numbers of BMCs	10.0	

3.	20% will be released after submission of data pertaining to format 6, 7, 8, 9, 10, 17 & 31 (Demographic data) of part –II.	Numbers of BMCs	11.0	
4.	Submission of draft PBRs	Numbers of BMCs	11.5	
5.	Submission of People’s Final Biodiversity Registers (PBRs).	Numbers of BMCs	12.0	

**Annexure IV**

**List of Tentative Priority Districts with Cluster Approach for  
Constitution / Reconstitution/ Activation of BMCs &  
Enrichment of PBRs**

<b>S. No.</b>	<b>Cluster No.</b>	<b>District</b>	<b>Name of the Site</b>	<b>Category</b>	<b>Number of PBRs</b>	<b>Processing Fee (@Rs. 2000/- per Dist.)</b>	<b>EMD</b>
1	Cluster 1 (Nayagarh, Boudh, Angul, Cuttack)	Nayagarh, Boudh	Baisipalli Wildlife Sanctuary	Wildlife Sanctuary	25	8000/-	Rs. 25000/-
		Nayagarh, Boudh	Satkosia Wildlife Sanctuary	Wildlife Sanctuary	25		
		Nayagarh, Boudh, Angul, Cuttack	Satkosia	Ramsar Site	11		
		Cuttack	Ansupa	Ramsar Site	4		
2	Cluster 2	Kendrapara	Bhitarakanika	Ramsar Site	15	2000/-	15000
3	Cluster 3 (Ganjam, Puri, Khordha)	Ganjam, Puri, Khordha	Chillika	Ramsar Site	21	6000/-	21000/-
		Ganjam	Tampara	Ramsar Site	12		
4	Cluster 4 (Bargarh, Jharsuguda, Sambalpur, Bolangir)	Bargarh, Jharsuguda, Sambalpur	Hirakud	Ramsar Site	12	8000/-	17000/-
		Bargarh, Bolangir	Gandhamardan	BHS	17		
5	Cluster 5	Gajapati	Mahendragiri	BHS	15	2000/-	15000/-
6	Cluster 6	Koraput	Gupteswar	BHS	14	2000/-	14000/-

**Note: The number of PBRs may vary, depending on the final boundary demarcation. NGOs/Agencies need to submit separate application forms for separate Clusters.**