



## **SHORT TENDER DOCUMENT**

**Selection of NGOs to Facilitate Projects on “Activation of BMCs & Enrichment of the Peoples’ Biodiversity Registers (PBR)” in Keonjhar District of Odisha**

**Tender Call Notice No. 210/OBB/2023/5706, Date of Issue: 17.02.2023**

**Last Date of Submission: 06.03.2023**

### **Odisha Biodiversity Board**

Regional Plant Resource Centre Campus  
Nayapalli, Bhubaneswar-751015

Government of Odisha,  
Forest, Environment and Climate Change Department

Tel No.0674-2552006

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



## ODISHA BIODIVERSITY BOARD

Regional Plant Resource Centre Campus  
Nayapalli, Bhubaneswar-15, Odisha  
Forest, Environment & Climate Change Department, Govt. of Odisha  
Tel No.0674-2552006  
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F. No. 210/OBB/2023/ 5706

Date: 17.02.2023

### **SHORT TENDER CALL NOTICE FOR ACTIVATION OF BMCs AND ENRICHMENT OF PBRs IN KEONJHAR DISTRICT OF ODISHA**

Sealed tenders are invited from reputed registered Non-Government Organizations (NGO) to Facilitate Projects on “**Activation of BMCs & Enrichment of the People’s Biodiversity Registers (PBR)**” in selected Gram Panchayats of **KEONJHAR** District of Odisha as per the Biological Diversity Act 2002. The NGOs/organization will be preferred having work experience in the field of biodiversity survey/micro-plan/bio-resource mapping/BMCs constitutions/preparation of Peoples Biodiversity Registers (PBRs) at the level of local bodies (urban/rural). For further details please refer to the website **www.odishabiodiversityboard.in**. Interested organisations need to collect the tender papers either from the office of OBB or from the website of OBB ([www.odishabiodiversityboard.in](http://www.odishabiodiversityboard.in)) and submit with all the required documents in sealed covers super scribed as “**ACTIVATION OF BMCs & ENRICHMENT OF PEOPLE’S BIODIVERSITY REGISTERS**” to the undersigned only through speed post or submit in the Tender Box of OBB during office hours. The tenders along with all the enclosures should reach to the undersigned on or before **5.30PM of 06.03.2023**. Incomplete documents and applications received after the due date will not be considered. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof. The tenders will be opened at **3.00PM on 09.03.2023** by the “Tender Committee” in the presence of bidders who wish to remain present.



Sd/-

**Member Secretary  
Odisha Biodiversity Board**



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### A. Important Fact Sheet

Sl. no	Activity	Details
1	Nature of Work	Selection of NGOs/Organizations to Facilitate Projects on "Activation of Biodiversity Management Committees (BMCs) and Enrichment of the People's Biodiversity Registers (PBR)"
2	Name of the Issuer of this Tender Call 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
4	Last Date of Receipt of Bids	Date: 06.03.2023 Time: 5:30 PM
5	Mode of Receipt of Bids	Speed post or direct submission in tender box
6	Address for Correspondence	Member Secretary Odisha Biodiversity Board Regional Plant Resource Centre Campus Ekamrakanan, Nayapalli, Bhubaneswar 751015, Odisha Email: msobb@rediffmail.com Contact no: 0674-2552006
7	Bid Acceptance, Opening of Technical Proposals in presence of Bidders	Date: 09.03.2023 Time: 3:00 PM – 6:00 PM
8	Date of Technical Presentation by bidders selected in Technical Proposals	Date: To be informed to qualified bidders
9	Financial Bid Opening	Date: Will be decided by the Tender Committee
10	Validity of Proposal	The proposal shall be valid for a period of 365 days from the last date of submission of proposal

The Board reserves the right to change any schedule items/dates. Please refer to the website mentioned in the tender 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 will 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.



## **Section – I**

### **B. General Information to Bidders (GIB)**

#### **Background**

Odisha Biodiversity Board (OBB) under the administrative control of Forest, Environment and Climate Change Department, Government of Odisha, is functioning since 2009 to implement the legal provisions of Biological Diversity Act 2002 and Rule 2004. Odisha Biodiversity Board has the mandate to implement the Biological Diversity Act, 2002 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, OBB has formulated Odisha Biological Diversity Rules 2012.

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 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 Peoples' 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 programmes 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 programmes mostly involved the BMCs which have been constituted directly under the supervision of the Board. Now it's a huge challenge for the Board to activate those BMCs to implement various provisions of the Biological Diversity Act 2002 in their respective jurisdiction and all the PBRs need to be enriched.

As the Board has not much information about the newly constituted BMCs, a rapid outreaching is required to establish connection with them. Suitable NGOs/Organization having proficiency on biodiversity work and Biological Diversity Act 2002 need to be engaged for this purpose. It would be appropriate to identify more such NGOs through proper process and engage NGO in Keonjhar District for the activation of BMCs and enrichment of PBRs. The NGOs will act as a bridge and coordinate activities between the Board and BMC. The Board will organize training programmes for the NGOs on various provisions of the Biological Diversity Act 2002 and on the mode of operandi of the activation programme.



### **C. Terms of References (ToR) for Selection of Facilitating NGO (FNGO)**

The Odisha Biodiversity Board has taken up number of major activities like conservation and sustainable use of biological resources. The Board is working under the administrative control of the Forest, Environment and Climate Change Department, Govt. of Odisha. As a part of the activities, the Board is involved in constitution of BMCs and its activation as well as in enrichment of Peoples' Biodiversity Registers with the involvement of the Biodiversity Management Committees for the State of Odisha.

**There will be one Project works which will be carried out under this tender:**

1. The work "Activation of BMC and Enrichment of People's Biodiversity Register (PBR)" will be carried out as per the list enclosed in **Annexure- I**.
2. Tenders are invited in two bid formats (**Technical Bid and Financial Bid**) 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 NGO for engagement as FNGO. The panel will be valid for a period of one year from the date of the tender by the OBB. The decision of the Member Secretary in this regard will be final and binding to all concerned.
3. The process for selection of the FNGO follows a two-stage scrutiny process. First, the applicant NGO has to meet the qualifying criteria (Technical Bid) for further evaluation. The short-listed NGOs (Technically Eligible) will be further assessed for their Price Offers (Financial Bid). The lowest bidders will be selected to carry out the work. In the technical bid, the bidders need to submit all eligibility and technical related documents and in the Financial Bids only price information.
4. The intending NGOs should submit their applications in the Technical Format placed at **Annexure-II** for "Activation of BMC and Enrichment of People's Biodiversity Register (PBR)" along with the documents mentioned at **Annexure - III**. The Financial Bid should be submitted as per the format prescribed at **Annexure- IV**. The Selection Criteria for empanelment of the FNGOs will be done based on the criteria mentioned at **Annexure-V**.
5. NGOs will be selected by OBB for one year. The FNGO will sign a contract as per the agreement for one year, with the Member Secretary that will spell out well-defined annual outputs, against which the performance of each FNGO will be monitored and evaluated on a



regular basis by the Member Secretary. The agreement with the FNGO may be renewed beyond one year on mutual consent. Upon selection, each FNGO will put in position a dedicated team of experts, as required by the OBB. The team will be hired by the FNGO on contract for a term, not exceeding the contract/project period by the FNGO with the respective district. The composition of the team of experts will be indicated in the agreement. It is again reiterated that selection does not entitle the NGO for immediate selection / engagement as FNGO with the Odisha Biodiversity Board.

6. **Works specification:** Activation of BMC and Enrichment of People's Biodiversity Register (PBR) will be prepared as per the specifications given in **Annexure VIII**.
7. **Human Resource:** The Facilitating Non-Governmental Organization (FNGO) will engage such professional and technical manpower in the districts as needed for effective implementation, efficient monitoring 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.
8. **Selection of the PBR Expert and BMC Expert:** Selection of the Experts will be done by the Facilitating Non-Governmental Organization (FNGO), from open market through a competitive process, by placing advertisements. Thereafter, a selection committee consisting of FNGO representative will select the Experts for being engaged by the FNGOs. Information regarding all such engagements/appointments/continuance of manpower will be intimated in writing by FNGO to The Member Secretary within one-month of signing of agreement. The experts engaged by the FNGO will report and work under the FNGO concerned, for Carrying out the implementation of various PBR and BMC experts.
9. **Project Management Cost:** The FNGO will be paid 'Project Management Cost' by the OBB for the period of contract as per the agreement signed.
10. **Review Process:** The PBR monitoring committee of OBB will review the progress of the PBR preparation quarterly. The authorized representatives of the NGO need to attend the review meeting and present their activities.
11. **Estimated cost:** The estimated cost for one PBR is Rs. 90,000/-.
12. **The tender is valid for three months from the date of its publication.**
13. Time line for the completion of the project is 12 months.



## Section – II

### General Instructions to Bidders

#### 1. Eligibility Criteria for Technical Evaluation

The following criteria are prescribed as the eligibility criteria for bidders interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit the documentary evidence in support of fulfilment of these conditions while submitting the Technical Bid. Claims without documentary evidences will not be considered.

Sl. No.	Parameters	Eligibility Criteria	Supporting Documents Required
1.	Legal Entity	i. Must be registered ii. Should have a valid GST Registration Number and have filed GST for the previous 6 months. iii. Should have a valid PAN Number iv. Should have the active operation in Odisha.	i. Copy of registration certificate ii. Copy of the GST registration iii. Copy of the PAN Card iv. Address Proof
2.	Financial Strength (Turnover)	i. The bidder should have minimum annual average turnover of Rs. 25 lakhs during last three financial years ending 31 <sup>st</sup> March 2022 ( <b>Annexure VI</b> ).	i. Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years.
3.	Experience	i. The Bidder should have minimum two (2) years of experience in effective implementation of projects related to Biodiversity Research. Bidders with previous experience with the Government will be mandatory.	i. Relevant documents (Copy of Agreement / Order Copy) should be submitted along with the Technical Bid
4.	Non-Blacklisting	i. The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District), Semi – Govt & PSU in India in last five years (from the date of submission of Bid)	i. Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in <b>Annexure VII</b>
5.	Eligibility Marks	i. The NGO need to secure 60 marks as per the evaluation in the <b>Annexure V</b>	
6.	Operation in Odisha	i. The NGO need to be fully active in the State of Odisha	i. Proof of office address and project implementation need to be informed.

**Note: Department shall be free to verify the genuineness of the documents submitted by the bidder.**



## **2. Tender Document Fees / Earnest Money Deposit**

**Tender Processing Fees (Non-Refundable):** Rs. 400/-

The fee is to be deposited in the Office of Odisha Biodiversity Board.

### **Earnest Money:**

Earnest Money Deposit (EMD) to be submitted in the form of demand draft in favour of Member Secretary, Odisha Biodiversity Board. EMD to be 1% of the total project cost.

## **3. Work Order**

The work order will be issued to the technically qualified and lowest price bid offering firm. After issue of the work order, one agreement will be executed between the firm and the OBB. Detail of the work to be carried out will be provided in the work order. The agreement will be made as per the guidelines of Govt. of Odisha.

## **4. Payment Mode**

Payment will be made on submission of bills and related work done documents in favour of the bill submitted. PBR enrichment shall be carried out by NGO under the guidance and consultation of OBB through 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 for all formats/Annexures of PBR and must enter complete and correct information in all the prescribed format/ Annexures.

- i. 10 % of the total cost will be released based on the number of BMCs activated
- ii. 20% will be released after submission of information on Annexure I to V of Part- I.
- iii. 30% will be released 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),
- iv. 20% will be released after submission of data pertaining to format 6, 7, 8, 9, 10, 17 & 31 (Demographic data) of part -II,
- v. 10% will be released after submission of draft PBRs and rest 10% will be released after final submission of People's Biodiversity Registers (PBRs).



## LIST OF BMCs FOR ACTIVATION &amp; ENRICHMENT OF PBRs IN KEONJHAR DISTRICT

Sl no.	Name of the Block	Name of the G. P.	Name of Forest Division
1	Ghatagaon	Ghatagaon	Keonjhar
2	Saharpada	Digaposi	Keonjhar
3	Saharpada	Machhagada	Keonjhar
4	Patna	Badapatna	Keonjhar
5	Patna	Kendeiposi	Keonjhar



Annexure – II

APPLICATION FORMAT FOR TECHNICAL BID FOR ACTIVATION OF BMCs &  
ENRICHMENT OF PBRs IN KEONJHAR DISTRICT

(FOR SUBMISSION OF INFORMATION BY THE AGENCY)

1. Organization Name: \_\_\_\_\_

2. Head Office Address: \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

3. Local Office Address: \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

4. Contact Person

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No. \_\_\_\_\_

E – Mail Address: \_\_\_\_\_

5. Year of Registration under Society Act: \_\_\_\_\_

(Copy of Society Act Registration Certificate to be annexed)

6. Operational since (Year) \_\_\_\_\_ GST No. \_\_\_\_\_

7. Experience in Implementing Relevant Projects in Odisha (No. of Years):



8. Details of Projects undertaken in previous 2 Financial Years (in Odisha) ending 31<sup>st</sup>March 2022 in effective implementation, efficient monitoring and sustainability of biodiversity related projects in Odisha

Sl.	Project Name	Donor Agency Name	Duration of Assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (Name of Districts)	District (Name of District)	Information about the purpose of Project
			From	To				

Sl no	Total No. of Experts	No. of Staff
1	No. of Social Development Experts	
2	No. of Biological Science Experts	

Name of Agency

Signature of Authorized Representative

Address:

Organization / Representative Seal



**Checklist of Documents to be submitted with Technical Bids**

**Format for Technical Bid**

Sl no	Description	Submitted (Yes / No)
1	Valid Certificate of Registration	
2	GSTN Certificate	
3	PAN Card	
4	IT Return of 4 Financial Years FY 2018 –19, 2019-20, FY 2020-21 and 2021-22	
5	Turnover Certificate	
6	Work Orders of similar Assignments undertaken in previous 2 Financial Years ending with 2020 – 22 related to biodiversity research	
7	Proof that NGO is in active operation in the State of Odisha	



## Format for Financial Bid

Sl. No.	Name of the Project	Estimated cost of the work	Name of Gram Panchayats	Offered Unit Price in Rs.	Taxes if any	Total in Rs.
1.	Activation of BMCs and enrichment of PBRs in Keonjhar district (as per Annexure-I)	Rs. 90,000/-				

Date:

Authorized Signature of the organisation

**Technical Evaluation Criteria****Selection Criteria of NGO**

Sl.	Parameter	Range	Marks	Maximum Marks
1	Annual average turn-over for last 4 years (2018 – 19 To 2021-22)	Turnover <10 Lakhs	0	10
		Turnover =>10 Lakhs and <15 Lakhs	3	
		Turnover =>15 Lakhs and <25 Lakhs	6	
		Turnover >50 Lakhs	10	
2	Infrastructure (Office premises)	Yes /No	5 /0	15
	State Level			
	District level			
	Gram Panchayat Level	Yes /No	5 /0	
3	Number of existing experienced Professional Staff	Social Development professional, Graduate (<2)	5	20
		Social Development professional, Graduate (>2)	10	
		Graduate in Biology, (<2)	5	
		Graduate in Biology (>2)	10	
		<2 year	0	
4	Experience of implementing biodiversity related projects	2 – 4 years	4	20
		4 – 6 years	10	
		6 – 8 years	14	
		> 8 years	20	
		0 year	0	
5	Experience of implementing such projects in the Gram Panchayat level	1 – 2 years	2	10
		3 – 5 years	5	
		6 – 10 years	7	
		> 10 years	10	
			25	
6	Presentation by the Agency (On Relevant experience and Proposed plan of action)			25
	<b>Total</b>		<b>100</b>	



**Format for Turnover indicating that the organization has financial turnover of last 4 years ending 31<sup>st</sup> March 2022 in effective implementation and efficient monitoring projects in Odisha**

This is to certify that M/s. \_\_\_\_\_ has experience of providing services for \_\_\_\_\_ years and has annual average turnover through effective implementation of different projects in Odisha is Rs \_\_\_\_\_ in the last three years, whose details are as mentioned below

Sl. no	Financial Year (Ending 31 <sup>st</sup> March)	Annual Turnover in effective implementation and efficient monitoring of projects in Odisha
1	2018-2019	
2	2019 –2020	
3	2020–2021	
4	2021-2022	
<b>Total</b>		
<b>Average turnover</b>		

(Copy of Income Tax Return Certificate, Audited Statement, Balance Sheet of 3 years to be enclosed)

Name of the Chartered Accountant (Auditor of Organization):

Address of the Chartered Accountant (Auditor of Organization):

Signature of Authorized Representative

Organization / Representative Seal

Format for Self- Declaration by NGO/Agency

Bidder Letter Head

To  
The Member Secretary  
Odisha Biodiversity Board  
Bhubaneswar

Date:

Subject: Self Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir,

I / we have read and understood the terms and conditions relevant to the Tender Call Notice vide Tender Call Notice No. \_\_\_\_\_ Date : \_\_\_\_\_ and have submitted the Proposal in accordance with the terms and conditions of the above-mentioned notification.

In response to the above mentioned Tender Call Notice \_\_\_\_\_, as<Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,

hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The information furnished in the proposal are true and factual and I / we clearly understand that information furnished is found to be incorrect and not factual at any point of time or any willful misstatement described herein may lead to disqualification of the organization and OBB will have the right to initiate any action as deemed fit.

Name of Agency

Signature of Authorized Representative

Address: Organization / Representative



**Specifications for the Activation of the BMCs**

1. Before PBR enrichment, BMC activation work will be carried out. The NGOs will facilitate the Organization of preliminary meeting of BMCs. They need to meet the relevant Gram Panchayat officials and coordinate the meeting.
2. The meeting will be of maximum 2 hrs duration. Total number of participants of the meeting will be around 15 which shall include officials of the Panchayat office, Sarpanch and other relevant Government officials or peoples' representatives in addition to the BMC members.
3. The NGOs will conduct the sessions of the meeting and sensitize the BMC members with overall information on the Biodiversity, Biological Diversity Act 2002, roles and responsibilities of the BMCs, Peoples' Biodiversity Registers, Access & Benefit Sharing, etc. in brief.
4. The NGOs will submit the proceedings of the meeting along with photographs and the resolutions of BMC constitution to the Board.
5. The NGOs will facilitate the opening of Bank Account in favour of the BMCs which will be known as Local Biodiversity Fund (LBF). The NGOs will have to submit relevant documents in support of this to the Board.

**Details of the specifications for the enrichment of PBRs**

1. Five model PBRs will be prepared in the Gram Panchayat BMCs located in Keonjhar district per the Annexure I.
2. Enrichment of PBRs will be carried out strictly as per the format prescribed by National Biodiversity Authority, Chennai in the year 2013 under the purview of Biological Diversity Act 2002 and Odisha Biological Diversity Rule 2012
3. The NGOs involved in the enrichment of PBRs will be termed as "Technical Support Group" (TSG).
4. PBR enrichment shall be carried out by NGO under the guidance and consultation of OBB through a transparent manner. Some preliminary work has already been carried out by OBB which may be referred while carrying out the project work.
5. The NGO shall collect authentic data for all formats of PBR and must give complete information in Annexure-I to V, format 1-31.



6. The NGO shall organize four stakeholder meetings in a year which shall involve BMC members, officials of Forest, Agriculture, Fisheries, Panchayat and other line Departments, traditional healers, etc.
7. All biodiversity survey shall be carried out following scientific methods by identifying sample plots. Unique/threatened/commercially important species must be geo-tagged with collection of herbarium samples.
8. The experts of OBB in association with the NGO personnel shall carry out minimum of ten field visits to each BMCs in association of BMC members for collection of data, interaction with local people and meeting with stakeholders for preparation of PBRs. Each field visit shall consist of minimum of four days. The NGO shall hire a local residents who will assist the OBB-NGO team for field study.
9. Quality of PBRs shall be constantly monitored by the OBB and if any errors observed, the NGOs need to rectify immediately.
10. The NGO shall provide all logistic supports like organization of all meetings, for collection of primary & secondary data, group discussion, liaison, household surveys, expert consultation, remuneration to field assistant, drafting, printing of PBRs, etc.
11. Substantial data must be provided for each format in the PBR, the quality of photographs provided in PBR must be of good quality and the final printing of PBRs shall be in landscape format with size of 25 cm x 32 cm.
12. The enrichment of PBRs needs to be completed within one year from the date of the execution of the agreement.
13. No relaxation of time will be provided in completion of the project. Only in extreme cases after ascertaining the genuine reason for delay further extension of time will be provided.

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