

**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/2026/26-239, Date:16.02.2026

Last Date of Submission: 05.03.2026



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

Tel No. 0674-2552006
Email: odishabiodiversityboard@gmail.com
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 empanelled as FIELD NGO (**FNGO**) 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 Biological Diversity 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**. Clarifications on the matter can be sought through email odishabiodiversityboard@gmail.com. The clarifications will be posted on the website for the perusal of all concerned. **The last date of submission of EoI is 05.03. 2026, 5 PM.**

**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), Biological Diversity Rules 2024 and Odisha Biological Diversity 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: 05. 03.2026 Time: 5.00 PM
6	Mode of Receipt of Bids	Only through the Speed Post/ Courier/Drop Box
7	Address for Correspondence	Member Secretary Odisha Biodiversity Board Regional Plant Resource Centre Campus Ekamrakanan, Nayapalli, Bhubaneswar-751015, Odisha Email: odishabiodiversityboard@gmail.com Contact no: 8763310800
8	EOI Opening of Technical Proposals in presence of Applicants Physical Mode	Date: To be informed
9	Date of Technical Presentation by Applicants shortlisted in Technical Proposals	Date: To be informed
10	Empanelment	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 the Biological Diversity Act 2002 (Amendment 2023) and Rules 2024 read with Odisha Biological Diversity Rules, 2012.

Odisha Biodiversity Board has the mandate to implement the Biological Diversity Act, 2002 and its Amendment of 2023 and Biological Diversity Rules 2024 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. The Board has been conducting capacity building programs for the BMCs since last seven years on the Biological Diversity Act 2002. Till date around 3000 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 communication with them. Suitable NGOs having proficiency on biodiversity work related to Biological Diversity Act 2002 are to be empanelled 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 the following activities:

- Constitution, reconstitution and activation of the Biodiversity Management Committees (BMCs) including opening of Bank Accounts as Local Biodiversity Fund (LBF)
- Enrichment of People's Biodiversity Registers (PBRs)
- Capacity building, Training and orientation programmes
- Allied activities related to the biodiversity management and conservation as assigned from time to time as mentioned below:

Sl no.	Type of Activities by BMCs
1	Conservation of biodiversity rich areas like village wetlands, Habitats, Landscapes rich in threatened and endemic species and species of conservation concern or species of ecological importance, pasture lands, conservation of particular local breeds (breeds of domesticated animals), wild crop relatives and conservation of landraces, Community Seed conservation, preservation of microorganisms, revival of degraded local biodiversity rich areas, revival of water sources for wild animals, revival of village forest (or species diverse areas) having source of food for birds, revival of population of local birds and wild animals, revival of Sacred Grooves, community conserved areas/species etc.
2	Awareness activities like celebration of "International day for Biological Diversity", World Environment Day, World Forestry Day, Wildlife Week and other relevant celebrations.
3	Plantation drives like "Ek Ped Maa Ke Naam", "Van Mahotsav" or plantation for any other specific purpose.
4	Asian Water Bird Census, Bird Census, Updation of PBRs, etc.
5	Biodiversity research/ survey/ study on specific aspects like investigation of ABS trade channel, studies on local threatened flora, fauna, agrobiodiversity, domesticated animals, wild crop relatives etc.
6	Facilitation of Biodiversity awards
7	Any other activity related to the conservation of biodiversity

The empaneled NGOs may be assigned all the above assignments or specific work depending upon the performance and working Districts.

1.2 Application Process

Each applicant NGO will have to apply in the Application Form submitted in item 2a of TECH A-2. The applicants should deposit Rs. 2000/- as the application fees

and Rs.5000/- as EMD cost in the form of **Bank Draft, in favour of Odisha Biodiversity Board**. The application should be enclosed with the all required documents as asked in this notice.

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)/ works related to agriculture/ forestry/other social sector. 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.

The applicants fulfilling the eligibility criteria will be Technically Evaluated out of 70 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 empanelled for the proposed assignment. The list of empanelled NGOs in the order of merit will be notified on the OBB website.

1.4 Human Resource

The empanelled Non-Governmental Organization (NGO) shall engage such professional and technical manpower as required for effective implementation, efficient monitoring of BMCs and preparation of quality PBRs and to implement other related works. Such group of experts 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 empanelled 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 empanelled NGO

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

S. No.	Name of the Expert	Essential Qualification	Experience	Roles and Responsibilities
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"> • Community Mobilization • Identification of BMC Members • Conduct of Meetings of Gram Sabha, VSS, EDC • Constitution of Biodiversity Management Committee (BMC) • Conduct of Capacity Building and awareness programs for BMC Members • Developing Standard Operating Procedures (SOPs)
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"> • Identification of flora and fauna • Preparation and Enrichment of Peoples' Biodiversity Registers (PBRs) • Developing Standard Operating Procedures (SOPs)

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 preparation of one PBR is Rs. 90,000/-.
- The estimated cost of Constitution/Reconstitution of BMC is Rs.6356/-
- The estimated cost of opening of Bank Account (LBF) of BMC is Rs.2118/-

1.6.2 Payment Schedule

The payment Schedule is given below:

- **Preparation of PBRs**

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.

S. No.	Name of Deliverable Task	Percentage of Payment
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%

- **Constitution/Reconstitution of BMCs**

Payment of Rs.6356/- will be released with the submission of all required documents.

- **Opening of Bank Accounts of BMCs**

Payment of Rs. 2118/- will be released with the submission of all required documents.

- **Conservation activities**

Payment will be released as per fixed cost of each activity

- **Capacity Building and Training programmes**

Payment will be released as per approved module

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/Social/ 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 last five years (as of 31st January, 2026).
- 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 **2022-23, 2023-24 and 2024-25**).
- 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 or management of different activities under Agriculture/ Forestry/ Social sector.
- 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 Power Point 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:

S. No.	Eligibility criteria	Max Marks
A	Technical Proposal	
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	10
5.0	Financial strength of the firm based on last three years audited accounts.	10
	TOTAL of A	70
B	Presentation	
6.0	Presentation on the Offer	30
	TOTAL (= A + B)	100

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

A. Technical Proposal

1.0 General Experience: 15

S. No.	Areas of Assessment	Marks
1.1	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) in last five years.	10
a.	More than 15 numbers	10
b.	10 to 15 numbers	5
c.	4 to 9 numbers	3
1.2	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)	5
a.	More than 6 numbers	5
b.	4 to 6 numbers	4

c.	1 to 3 numbers	2
	Total (= 1.1 + 1.2)	15

2.0 Relevant Experience = 20 Marks

S. No.	Areas of assessment	Marks
2.1	Assignments on Community Mobilization (no. of Projects)	6
a.	More than 4 numbers	6
b.	3 to 4 numbers	4
c.	1 to 2 numbers	2
2.2	Assignments on PRA and Microplan preparation (no. of Projects)/PBR preparation	10
a.	More than 4 numbers	10
b.	3 to 4 numbers	6
c.	1 to 2 numbers	4
2.3	Assignments on constitution/ reconstitution/ activation of BMCs or VSS	4
a.	More than 15 numbers	4
b.	10 to 15 numbers	3
c.	5 to 9 numbers	2
	Total (Item 2.1 to 2.3)	20

3.0 Geographical Presence = 15 Marks

S. No.	Areas of assessment	Marks
3.1	Working Experience in Odisha	5
a.	Working Experience in more than 5 Districts	5
b.	Working Experience in 3 to 5 Districts	3
c.	Working Experience in 1 to 2 Districts	1
3.2	Number of BMC/VSS/other communities Handled previously	5
a.	More than 10 numbers	5
b.	5 to 10 Numbers	3
c.	1 to 4 Numbers	1
3.3	Number of PBRs prepared previously / Microplan preparation/ Biodiversity Survey	5
a.	More than 10 numbers	5
b.	5 to 10 Numbers	3
c.	1 to 4 Numbers	1
	Total (Item 3.1 + 3.2 + 3.3)	15

4.0 Staff Position of Key Personnel = 10 Marks

S. No.	Areas of assessment	Marks
4.1	Number of Key Staff on pay roll having Graduate Degree in Rural Management/ Social Science/Allied subjects	6
a.	More than 10 number	6
b.	5 to 10 numbers	4
c.	Less than 5 numbers	3
4.2	Number of Women Key Staff on pay roll having Graduate Degree in Rural Management/ Social Science	4
a.	More than 5 numbers	4
b.	3 to 5 numbers	3

c.	2 numbers	2
	Total (= 4.1 + 4.2)	10

5.0 Financial Strength of the Applicant = 10 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. 2022-23, 2023-24 and 2024-25)	10
5.2	Average Annual Turnover between Rs. 16 to Rs. 25 Lakhs per annum in last three financial years (i.e. 2022-23, 2023-24 and 2024-25)	8
5.3	Average Annual Turnover of Rs. 15 Lakhs per annum in last three financial years (i.e. 2022-23, 2023- 24and 2024- 25)	5
	Total (Item 5.1 to 5.3)	10

B. Presentation

6.0 Evaluation on the Presentation on the Offer = 30 Marks

S. No.	Areas of assessment	Marks
6.1	Understanding/ Clarity on the Scope, the context and the outcomes of assignment, with time line	10
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	10
	Total (Items 6.1 to 6.4)	30

2.3 Empanelment Procedure:

- Primary selection of Applicant will be done based on criteria defined in the Evaluation Section.
- Applicants scoring 60 marks and above out of 70 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 assignments.
- 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/Odia language.

2.5 Contract Negotiation:

The finally empaneled applicants 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. On the request of OBB, 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, PBRs and allied activities to be taken 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 not 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.

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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

S. No.	Description	Full Details
1	Name of the Organization	
2a.	Current areas of operations (Districts) in Odisha	
b.	Preferences to work in different districts	
3	Date of Establishment:	
4	Experience in years (Community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha)	
5	Registered Office Address: Tel: Fax: Email id:	
6	Address for Communication: Tel: Fax: Email id:	
7	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
8	Details of the authorized person signing & submitting the bid on behalf of the Applicant: Name: Designation: Mobile No.: Email id:	
9	Registration / Incorporation Details Registration No: Date & Year:	
10	EOI Processing Fee Details: Amount: BC/DD No.: Date: Name of the Bank:	
11	EMD Details: 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	Yes
15	Willing to accept all the terms and conditions as specified in the EOI	Yes

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

Financial Information in Rs.				
Details	FY 2022 -23	FY 2023 -24	FY 2024 -25	Average
Annual Turnover (in Rs. Lakh)				
<p>Supporting Documents:</p> <p>Copies of Audited financial statements for the last three FYs (2022-23, 2023-24 and 2024-25) (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), failing which the proposal will be outrightly rejected.</p>				

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 (1st April 2020 to 31st March 2025)** 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.

** 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 mention as below,

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 organization]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: Applicant needs to restrict the above information within 1 page (500 words) 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]

Annexure – I

EOI Submission Check List

S. No	Description	Submitted Yes/No	Page No.
Technical Proposal			
(Part – A) (Original)			
1	Filled in EOI Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	EOI Processing Fee of Rs. 2,000/- in form of Demand Draft/Banker's Cheque		
4	EMD of Rs. 5,000/- in form of Demand Draft/Banker's Cheque		
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 (2022-23, 2023-24 & 2024-25)		
9	General Details of the Applicant (TECH A-2)		
10	Financial details of the Applicant (TECH A-3) 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) (TECHA-4) along with the copies of work orders/ Contract Document / Completion Certificate for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH A-5)		
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 in India (TECH A-6) .		
(Part– B) (Original)			
1	Brief profile of Applicant Organization (TECH B-1)		
2	Applicant Experience (TECH B-2)		

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:

Annexure-II

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 ,20.....

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