

रुचि की अभिव्यक्ति हेतु आमंत्रण (आरईओआई)/ REQUEST FOR EXPRESSION OF INTEREST (REOI)

"RECAP4NDC परियोजना के तहत दिल्ली और राष्ट्रीय राजधानी क्षेत्र के चयनित मॉडल स्थलों/परिदृश्यों में स्थानीय समुदायों के लिए वन परिदृश्य पुनर्स्थापन एवं संबंधित विषयों पर जन-जागरूकता और क्षमता विकास गतिविधियों के कार्यान्वयन हेतु भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद को तकनीकी सहयोग प्रदान करने के लिए एक गैर-सरकारी संगठन की संलग्नता

Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in Implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region under the RECAP4NDC Project

महत्वपूर्ण तिथियाँ/ Important Dates			
प्रकाशन तिथि Published Date	01 जुलाई 2025 01 July 2025	रुचि पत्र की वैधता (रुचि पत्र खोलने की तिथि से दिनांक – REOI धारा 7.2 के अनुसार) EOI Validity (Days from the date of EOI Opening – REOI Clause 7.2	ईओआई खोलने की तिथि से 60 दिन (30 सितंबर 2025) 60 days from the date of EOI Opening (30 September 2025)
दस्तावेज़ डाउनलोड आरंभ तिथि एवं समय Document Download Start Date & Time	01 जुलाई 2025, 09:00 प्रातः 01 July 2025, 09:00 AM	दस्तावेज़ डाउनलोड समाप्ति तिथि एवं समय Document Download End Date & Time	30 जुलाई 2025, 11:00 प्रातः 30 July 2025, 11:00 AM
स्पष्टीकरण आरंभ तिथि एवं समय Clarification Start Date & Time	01 जुलाई 2025, 09:00 प्रातः 01 July 2025, 09:00 AM	स्पष्टीकरण समाप्ति तिथि एवं समय Clarification End Date & Time	16 जुलाई 2025, 05:30 अपराह्न 16 July 2025, 05:30 PM
रुचि पत्र प्रस्तुत करने की प्रारंभ तिथि एवं समय EOI Submission Start Date & Time	01 जुलाई 2025, 03:00 अपराह्न 01 July 2025, 03:00 PM	रुचि पत्र प्रस्तुत करने की अंतिम तिथि एवं समय EOI Submission Closing Date & Time	30 जुलाई 2025, 05:30 अपराह्न 30 July 2025, 05:30 PM
रुचि पत्र खोलने की तिथि एवं समय EOI Opening Dates & Time	01 अगस्त 2025, 11:00 प्रातः 01 August 2025, 11:00 AM		



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)
(An Autonomous body under the Ministry of Environment, Forest and Climate Change, Government of India)

पो० ओ० न्यू फॉरेस्ट, देहरादून – 248 006 (उत्तराखण्ड)

P.O. New Forest, DEHRADUN – 248 006 (Uttarakhand)

No. 1-64/2023/BCC/ICFRE/361

Dated: 30 June 2025

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in Implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region under the RECAP4NDC Project

Part I: REOI Process

Section I: Request for Expression of Interest (REOI)

1. Invitation

The Indian Council of Forestry Research and Education, Dehradun invites Expression of Interest (hereinafter referred as the 'EOIs') from eligible and qualified Non-Governmental Organisations (NGOs) for shortlisting for engagement as a Technical Partner to support the Indian Council of Forestry Research and Education (ICFRE) in implementation of awareness generation and capacity building activities on forest landscape restoration and related concepts for local communities within selected model sites/ landscapes in Delhi and National Capital Region under the RECAP4NDC (Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation in India) Project as described in 'Part II: Schedule of Requirements' (hereinafter referred to as 'the Services').

Interested NGOs should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services. This Request for Expression of Interest (REOI) document, reference number 1-64/2023/BCC/ICFRE/361 dated 30 June 2025, details the process of such shortlisting. As part of this procurement process, a Request for Proposals (RFP) for selecting an NGO shall be subsequently issued only to such shortlisted NGOs.

2. Instructions for EOI

2.1. Governing Language and Law

- 1) The EOI submitted by the NGO and all subsequent correspondence and documents relating to the EOI exchanged between the NGO and ICFRE should be written in the language specified in Section II: Appendix (English, hereinafter referred to as the 'EOI Language'). However, the language of any printed literature furnished by an NGO in connection with its EOI may be written in any other language provided a certified

translation accompanies the same in the EOI language. For interpretation of the EOI, translation in the language of the EOI shall prevail.

- 2) The REOI process shall be subject to the laws of the Union of India and the exclusive jurisdiction of courts at Dehradun (Uttarakhand).

2.2 Acronyms

The following Acronyms have been used in this REOI document:

Acronym	Definition	Acronym	Definition
EOI	Expression of Interest	RECAP4NDC	Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation in India
ICFRE	Indian Council of Forestry Research and Education	REOI	Request for Expression of Interest
JV/C	Joint Venture / Consortium	RFP	Request for Proposals
NGO	Non-Governmental Organisation	TIA	Tender Inviting Authority
NCR	National Capital Region	TOR	Terms of Reference

2.3. Contents of the REOI Document

This REOI document provides the relevant information and instructions to assist the prospective NGOs in preparing and submitting EOIs. It also includes the mode and procedure for receipt/ opening, evaluation of EOIs, and shortlisting of NGOs. The REOI document consists of the following parts, if additional sections/ appendices are included in a specific EOI, these would be detailed in Section II: Appendix:

Part I: REOI Process

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification Criteria

Part II: Schedule of Requirements

- 1) Section IV: Terms of Reference

Part III: EOI Submission Formats

- 1) Form 1: EOI Form (Covering Letter)
 - a) Form 1.1: NGO Information
 - b) Form 1.2: Eligibility Declarations
- 2) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - b) Form 2.2: Financial Capability Statements
 - i) Form 2.2.1: Financial Statement
 - ii) Form 2.2.2: Average Annual Turnover
- 3) Form 3: Checklist for NGO
- 4) Other Formats: Format 1: Authorisation to Attend Pre-EOI Conference

2.3.1 Section II: Appendix

Variable parameters and information related to this specific REOI process are summarised in the appendix.

2.3.2 Section III: Qualification Criteria

Each eligible NGO should possess all the minimum qualification criteria. EOI proposal not meeting the minimum qualification criteria will be rejected and will not be evaluated. Minimum qualification criteria for shortlisting of NGOs are given below:

S. No.	Qualification Criteria	Compliance document(s)
1.	The NGO shall be legal entity registered in Delhi/ NCR and must have an office in Delhi/ NCR	Copy of valid registration certificate and address proof of the registered office. Details of branch offices must be provided.
2.	The NGO must have been in operation in Delhi/ NCR for a minimum of 05 years (as on 31 March 2025) with experience in awareness generation and capacity-building	Certificate by Chief Executive of NGO along with details of the assignments executed on awareness generation and capacity-building.
3.	The NGO must have an average annual turnover of Rs. 15 Lakh in last three Financial Years (2022-23, 2023-24 & 2024-25)	Chartered Accountant's certified document with name of Chartered Accountant, registration number, signature and stamp.
4.	The NGO must have completed or substantially completed (60%) at least 03 (three) assignments on awareness generation and capacity-building on natural resource management and other relevant fields for local communities and other relevant stakeholders within Delhi/ NCR during the last three financial years	Copies of Work Orders/ Contracts/ Contract Agreements must be furnished.
5.	The NGO must have at least 03 full time employees (01 Team Leader and 02 Training Specialists) on its pay rolls.	Certificate by Statutory Auditor or Certificate by Chief Executive of NGO. Certified copy of the Curriculum Vitae of the full time employees must be furnished.
6.	The NGO should not be blacklisted by any Central Govt./ State Govt./ PSU/ Govt. Bodies.	Certificate by Chief Executive of NGO must be furnished.
7.	PAN Card/ Service Tax Registration Certificate	Copy of PAN Card/ Certificate must be furnished.

In response to this section, NGO must submit Form 2: Qualification Criteria – Compliance and its sub-forms 2.1 (Performance Capability Statement), 2.2 (Financial Capability Statements), 2.2.1 (Financial Statements) and 2.2.2 (Average Annual Turnover).

2.3.3 Section IV: Terms of Reference (TOR)

'Section IV: Terms of Reference (TOR)' describes the description of assignment, organisation background, assignment background, purpose/ objectives, outcomes of assignment, scope of works and timelines, qualification criteria, capacity building, training and transfer of knowledge, deliverables, reporting requirements and time schedule, background

material/data/reports/records and facilities to be provided, institutional and organisational arrangement and procedure for review of the work for engagement as a Technical Partner to support the Indian Council of Forestry Research and Education (ICFRE) in implementation of awareness generation and capacity building activities on forest landscape restoration and Related Concepts for local communities within selected model sites/ landscapes in Delhi and National Capital Region under the RECAP4NDC Project (hereinafter called the 'Service') required. The 'Service' may include incidental goods, works, and other services if so, indicated therein. Any generic reference the 'Service' shall be deemed to include such incidental goods, works, and other services.

2.3.4 EOI Formats for Submission

The NGO must fill, sign and submit the EOI in the Formats given in Part III: 'EOI Submission Formats'.

2.4. Corrigenda/ Addenda to REOI document

- 1) Before the deadline for submitting EOIs, ICFRE may update, amend, modify, or supplement the information, assessment or assumptions contained in the REOI document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original REOI document. The NGOs must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the REOI document.
- 2) If considered necessary, ICFRE may suitably extend the EOI submission deadline to give reasonable time to the prospective NGOs to take such corrigendum/ addendum into account in preparing their EOI. After ICFRE make such modifications, any NGO who has submitted his EOI shall have the opportunity to either withdraw his EOI or resubmit his EOI superseding the original EOI within the extended time of submission as per Clause 8.4 below.
- 3) ICFRE may extend the deadline for the EOI submission by issuing an amendment. In such a case, all rights and obligations of ICFRE and the NGOs previously subject to the original deadline shall then be subject to the new deadline for the EOI submission.

3. ICFRE - Right to Reject any or all EOIs

The issue of the REOI document does not imply that ICFRE is bound to shortlist NGOs. ICFRE reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the REOI process and issue another REOI for the same or similar Services before or after shortlisting NGOs. It would have no liability to the affected NGO/ NGOs or any obligation to inform the affected NGO/ NGOs of the grounds for such action(s).

4. Participation in REOI – Eligibility Criteria

4.1. Eligibility Criteria

Subject to other provisions in the REOI document, participation in this shortlisting process is open to all NGOs who fulfil the Qualification Criteria (2.3.2 Section III) and 'Eligibility Criteria'. NGOs shall meet the Qualification Criteria (as listed in 2.3.2 Section III) and following eligibility criteria as of the date of their EOI proposal submission and should continue to meet these until the subsequent RFP process and contract award.

NGOs shall be required to demonstrate fulfilment of the Eligibility Criteria in Form 1.2 (Eligibility Declarations). NGO unless otherwise stipulated in Section II: Appendix:

1) must be:

- a) NGO registered under an applicable Act or unless otherwise stipulated in Section II: Appendix - Joint Venture/ Consortium (hereinafter referred to as JV/C).
- b) NGO with valid registration regarding registration certificate/ GST/ PAN issued by the concerned authority/government as applicable to the subject Services.

2) must:

- a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
- b) (Including their affiliates, subsidiaries, or contractors/ sub-consultants for any part of the contract):
 - i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Ministry/ Department/ Institutions of Government of India and State Governments from participation in its procurement processes; and/ or
 - ii) Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India and State Governments from participation in procurement processes of all its entities, for:
 - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
 - iii) Not have changed its name or created a new “Allied Entity”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
- c) Not have an association (as a consultant/ partner/ director/ employee in any capacity)
 - of any retired employee (of Gazetted Rank) or any retired Gazetted Officer of the Central or State Government or its Public Sector Undertakings, if such a retired person has not completed the one year cooling-off period (or any other period stipulated by their erstwhile Employer) after his retirement. However, this shall not apply if such employees/ officers have obtained a waiver of the cooling-off period from their former organisation.
 - of the near relations of executives of ICFRE involved/ likely to be involved in this procurement process
- d) Not have a conflict of interest (as defined in clause 4.5 below), which substantially affects fair competition. No attempt should be made to induce any other consultant to submit or not to submit an EOI to restrict competition.
- e) must fulfil any other additional eligibility condition, if any, as may be prescribed in the REOI document.

4.2. Joint Venture/ Consortium (JV/C)

- 1) In the case where an NGO is or proposes to be a Joint Venture/ Consortium (that is, an association of NGOs – hereinafter referred to as JV/C), then unless otherwise specified in Section II: Appendix, in JV/C:
 - a) Members in JV/C should not be more than two

- b) No member should have less than 20% participation
- c) Members having participation less than 20% shall be termed as non-substantial members
- d) Members having more than 20% participation shall be termed as substantial members
- e) The Lead member must have at least 60% participation
- f) The lead member and various categories of members of the JV/C must be identified
- 2) The JV/C and all members must satisfy all the eligibility requirements in this REOI document.
- 3) JV/C and its members must jointly meet the qualification criteria in Section III – Qualification Criteria. The technical/ experience qualification of all JV/C members (substantial members, Lead member and non-substantial members) shall be evaluated jointly as per Evaluation Criteria. However, for financial criteria of qualification, credentials of substantial and lead members shall only be considered.
- 4) All the members shall be jointly and severally liable for the entire contract if selected in the RFP Process.

4.3. Conflict of Interest

- 1) Any NGO with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this procurement process. EOIs found to have a conflict of interest shall be rejected as nonresponsive. NGO shall be required to declare the absence of such conflict of interest in Form 1.2 - Eligibility Declarations. An NGO in this procurement process shall be considered to have a conflict of interest if the NGO:
 - a) directly or indirectly controls, is controlled by or is under common control with another NGO; or
 - b) receives or has received any direct or indirect subsidy/ financial stake from another NGO; or
 - c) has the same correspondence address or same legal representative/ agent as another NGO for purposes of this EOI; or
 - d) has a relationship with another consortium member, directly or through common third parties, which puts it in a position to have access to information about or influence the EOI of another NGO; or
 - e) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report, design/ technical specifications, terms of reference/ Activity Schedule/ schedule of requirements or the EOI/ RFP Document etc.) of this procurement process; or
 - f) has a close business or family relationship with a staff of ICFRE, who:
 - i) are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the procurement process and/or the evaluation in EOI and/ or RFP process; or
 - ii) would be involved in the implementation or supervision of the resulting contract. Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to ICFRE throughout the REOI and RFP processes and execution of the contract.

- 2) An NGO may participate as a sub-consultant in more than one EOI proposal but only in that capacity (i.e., without bidding in an individual capacity). EOI proposal submitted in violation of this procedure will be rejected.
- 3) Participation of only One Entity from Affiliates: Only one entity from among an NGO and its affiliates (that directly or indirectly control or are controlled by or are under common control with that firm) individually or as part of a joint venture or as a sub-consultant shall be permitted to participate in EOI.
- 4) The NGO shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI process.

5. Purchase Preference Policies of the Government

5.1. Relaxation in Prior Turnover and Experience to Start-ups

- 1) In this REOI process, under the policy of the Government, ICFRE reserves its right to relax the condition of prior turnover and prior experience for Start-ups (as defined by the Department for Promotion of Industry and Internal Trade) subject to meeting of quality & technical specifications. The quality and technical parameters shall not be diluted. The decision of ICFRE in this regard shall be final.
- 2) NGOs with Start-up status can claim relaxation for prior turnover and experience mentioned in Section III by providing a valid 'Certificate of Recognition' issued by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India. Such relaxation shall be given only for the specific domain of goods/ services they are registered for.

6. Downloading the REOI Document, Clarifications and Pre-EOI Conference

6.1. Availability and Downloading of the REOI Document

The Request for Expression of Interest is published on ICFRE website (<https://icfre.gov.in/tenders>). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in Section II: Appendix. Unless otherwise stipulated in Section II: Appendix, the downloaded Request for Expression of Interest is free of cost. If ICFRE happens to be closed on the deadline for submitting the EOIs as specified above, this deadline shall *not* be extended. Any query/ clarification regarding downloading Request for Expression of Interest and submitting EOIs may be addressed to ICFRE at Email: icfre.recap4ndc@gmail.com and Phone No. 0135-22224803, 2224805, (contact details given in Section II: Appendix).

6.2. Clarifications

An NGO may seek clarification of the REOI document through email (icfre.recap4ndc@gmail.com) before the date and time prescribed in Section II: Appendix (or, if not mentioned, before fourteen days of the deadline for the EOI submission). This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the REOI document alone, and queries related to a detailed analysis of Terms of Reference, payment terms and mode of selection shall only be entertained during the RFP Process. ICFRE shall respond no later than seven days before the deadline for EOI submission. If required, ICFRE may modify the REOI document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.4 above.

6.3. Pre-EOI Conference

- 1) If a Pre-EOI conference is stipulated in Section II: Appendix, prospective NGOs interested in participating in this REOI may attend a Pre-EOI conference to clarify the conditions of the REOI process at the venue, date and time specified therein. Participation in the Pre-EOI conference is not mandatory but is restricted to prospective NGOs who have registered for the Pre-EOI conference.
- 2) The date and time by which the written queries for the Pre-EOI must reach the authority and the last date for registration for participation in the Pre-EOI conference are also mentioned in Section II: Appendix. If the dates are not mentioned, such date and time shall be seven days before the date and time of the Pre-EOI conference.
- 3) Delegates participating in the Pre-EOI conference must provide a photo identity and an authorisation letter as per Format 1: “Authorisation to Attend Pre-EOI Conference” from their organisation; else, they shall not be allowed to participate. The Pre-EOI conference may also be held online at the discretion of ICFRE.
- 4) After the Pre-EOI conference, minutes of the Pre-EOI conference (including the questions asked in writing and those asked during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting, shall be published on ICFRE website within seven days from the Pre-EOI conference. If required, a clarification letter and corrigendum to the REOI document shall be issued, containing amendments, if any, of various provisions (including the TOR, if required) of the REOI document, which shall be deemed part of the REOI document. As per clause 2.4 above, ICFRE may suitably extend by at least three days the deadline for the EOI submission to give reasonable time to the prospective NGOs to consider such clarifications in preparing their EOIs.

7. Preparation of EOIs

7.1. EOI Submission Formats

NGOs must fill and submit the EOI in the Formats in Part III - ‘EOI Submission Formats’. EOI by the NGO shall include *inter-alia* duly signed scanned copies of the original documents in pdf format.

7.2. EOI Validity

- 1) Unless specified to the contrary in Section II: Appendix, EOIs shall remain valid for a period not less than 60 (sixty) days from the deadline for the EOI submission stipulated in Section II: Appendix. An EOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day up to which the EOIs are to remain valid falls on/ subsequently declared a holiday or closed day for ICFRE, the EOI validity shall automatically be deemed to be extended up to the next working day.
- 3) In exceptional circumstances, before the expiry of the original time limit, ICFRE may request the NGOs to extend the validity period for a specified additional period. The request and the NGO’ responses shall be made in writing or electronically. An NGO may agree to or reject the request. An NGO who has agreed to ICFRE’s request for extension of EOI validity, however, under no circumstances NGO shall be permitted to modify the contents of the EOI.

8. Signing and Submission of EOIs

8.1. The duly filled EOI (hard copy) shall be placed inside of a sealed envelope clearly marked “Expression of Interest”, “Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in Implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi & NCR under the RECAP4NDC Project”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE EOI SUBMISSION DEADLINE].”

EOI shall be submitted by the NGO by due date and time through post at the below given address:

Principal Investigator
RECAP4NDC Project
Room No. 126
ICFRE Hqs.
P.O. New Forest, Dehradun- 248006
Ph. No. 0135-222 4803

8.2. Signing of EOI

The individual signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorises the signatory to commit and submit EOIs on behalf of the NGO along with Form 1.1: NGO Information.

8.3. Submission of EOIs

8.3.1 Submission of EOIs to ICFRE

- 1) EOIS must be submitted in hard copies as mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the EOIs as specified above, this deadline shall not be extended. EOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- 2) NGOs must not make any changes to the contents of the documents while submitting, except for filling in the required information. Otherwise, the EOI shall be rejected as nonresponsive.
- 3) NGOs should ensure the clarity/ legibility of the scanned documents submitted by them.
- 4) Only one copy of the EOI to be submitted, and the NGO shall sign all statements, documents, and certificates submitted by them, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time. An EOI submitted by a Joint Venture shall be signed by an authorised representative who has a written power of attorney signed by each member’s authorised representative to be legally binding on all members.

8.3.2 Implied Acceptance of Procedures by NGOs

Submission of EOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the REOI document.

8.3.3 Responsibility of the NGOs to declare all changes

NGOs must advise ICFRE immediately in writing of any material change to the information provided in their EOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For shortlisted NGOs, this requirement applies until a contract is awarded in the following RFP process. For the NGO successful in the RFP process, this requirement shall apply till the execution of the resultant contract.

8.4. Modification, Resubmission and Withdrawal of EOIs

8.4.1 Modification and Resubmission

Resubmission of the EOI by NGOs for any number of times superseding earlier EOI(s) is allowed upto the submission deadline. Resubmission of an EOI shall require submitting all documents afresh. ICFRE shall consider only the last EOI submitted.

8.4.2 Withdrawal

The NGO may withdraw their EOI before the submission deadline through making formal request to ICFRE through email at icfre.recap4ndc@gmail.com and such EOI shall not get opened during the EOI opening. No EOI should be withdrawn after the submission deadline and before its validity period expires.

9. EOI Opening

EOIs received shall be opened on the specified date and time in Section II: Appendix. EOIs cannot be opened before the specified date & time, even by the Tender Inviting Authority, the Procurement Officer, or the Publisher. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for ICFRE, the EOIs shall be opened at the appointed time on the next working day.

10. Evaluation of EOIs and Shortlisting of NGOs

10.1. General Norms

10.1.1 Evaluation is based only on declared criteria

- 1) The evaluation shall be based upon scrutinising and examining all relevant data and details submitted by NGOs in their EOI proposal and other allied information deemed appropriate by ICFRE. Evaluation of EOIs shall be based only on the criteria/ conditions included in the REOI document.
- 2) Information relating to the evaluation of EOIs and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- 3) The determination shall not consider the qualifications of other firms, such as the NGO's subsidiaries, parent entities, affiliates, or any other firm(s) different from the NGO.

10.1.2 Clarification of EOIs and Shortfall Documents

- 1) During the evaluation of EOIs, ICFRE may, at its discretion, but without any obligation to do so, ask NGOs to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request).
- 2) NGOs should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such an NGO. Any clarification submitted by an NGO regarding its EOI that is not in response to a request by ICFRE shall not be considered.

- 3) ICFRE reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change since then and do not grant any undue advantage to any NGO.
- 4) If the NGO fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.

10.1.3 Contacting ICFRE during the Evaluation

From EOI submission to shortlisting of NGOs, no NGO shall contact ICFRE on any matter relating to the submitted EOI. If an NGO needs to contact ICFRE relating to this EOI, it should do so only in writing or electronically. Any effort by an NGO to influence ICFRE during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach as per the REOI document.

10.2. Evaluation of EOIs and Shortlisting

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall also be considered as indicated therein.

10.2.1 Determining Responsiveness

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- 2) The NGO is not eligible to participate in the EOI as per laid down eligibility criteria;
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document;
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations, if any
- 6) The NGO fails to provide and/ or comply with the required information, instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.
- 7) The NGO furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity.

10.2.2 Evaluation of Eligibility

ICFRE shall determine, to its satisfaction, whether the NGOs are eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. An NGO must achieve a "pass" on all the criteria to proceed to the next step.

Any NGO not achieving a 'pass' in any of the eligibility criteria shall be rejected as nonresponsive.

10.2.3 Evaluation of Qualification Criteria

- 1) ICFRE shall determine whether the NGOs are qualified and capable in all respects to be shortlisted to provide the 'Services' (subject to dispensation, if any, for Start-ups, as per clause 5.1 above), as per Section III: Qualification Criteria and submission in Forms listed in Part II: 'EOI Submission Formats'. The determination shall not consider the qualifications of other firms, such as the NGO's subsidiaries, parent entities, affiliates, or any other entity different from the NGO. ICFRE reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an NGO to perform the contract. The qualification and experience of key experts are not included in the shortlisting criteria but shall be evaluated at the RFP stage.
- 2) Unless otherwise stipulated in Section II: Appendix, assignments completed by the NGO's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the NGO in Form 2.1: Performance Capability Statement.

10.2.4 Verification of Original Documents at RFP Process

ICFRE reserves its right to call for verification, originals of all self-certified copies of submitted documents from the NGOs during the RFP process. If the shortlisted NGOs fail to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity. Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

10.2.5 Declaration of Shortlisted NGOs

- 1) EOIs of NGOs that succeed in the above evaluation shall be shortlisted. Provisionally shortlisted NGOs will be informed of the condition(s) that must be met before submitting their Proposal in the RFP process. Such shortlisting shall remain valid for a period specified in Section II: Appendix (six months from the date of declaration, if not so specified).
- 2) Only shortlisted (including provisionally shortlisted) NGOs shall be invited to participate in the following RFP process. If stipulated in Section II: Appendix, if there are a larger number of NGOs meeting the evaluation criteria, the shortlist shall be restricted to a specified number of NGOs (if not specified, eight NGOs) based on higher Average Turnover (or any other criteria, if so, stipulated therein).
- 3) The name and address of the shortlisted NGOs shall be published in the website of ICFRE. All NGOs shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted NGOs must not advertise or publish the same in any form without the prior written consent of ICFRE.
- 4) Shortlisting an NGO is an administrative process and does not confer any legal or contractual rights. Since original documents/ certificates are not being called for and examined at this stage, all shortlisted EOI proposal of NGOs shall be conditional upon final verification of such documents/ certificates during the RFP Process.

10.3. Publication of RFP following this EOI

ICFRE shall send through email the Request for Proposal (RFP) addressed exclusively to shortlisted NGOs for the following procurement process. While publishing the RFP, ICFRE reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification criteria and other terms & conditions without vitiating the shortlisting process. Shortlisted NGOs shall have no claim in this regard.

11. Grievance Redressal/ Complaint Procedure

- 1) NGOs have the right to submit a complaint or seek de-briefing, if not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of EOI evaluation results. The complaint shall be addressed to the Principal Investigator, RECAP4NDC Project, ICFRE, Dehradun.
- 2) Within five working days of receipt of the complaint, the Principal Investigator, RECAP4NDC Project, ICFRE shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent in due course after a detailed examination.
- 3) The Principal Investigator, RECAP4NDC Project, ICFRE shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - a) Only an NGO who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other NGOs shall not be entertained.
 - b) No third-party information (EOIs, eligibility/ qualification) shall be sought and must not be included in the response.
 - c) Following decisions of ICFRE shall not be subject to review:
 - i. Determination of the need for procurement.
 - ii. Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
 - iii. Choice of the selection procedure.
 - iv. Provisions limiting the participation of NGOs in the REOI process, in terms of policies of the Government
 - v. Provisions regarding purchase preferences to specific categories of NGOs in terms of policies of the Government
 - vi. Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services

12. Code of Integrity in Public Procurement, Misdemeanours and Penalties

Code of Integrity and penalties for violating the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this REOI process. ICFRE and NGOs should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanours, either directly or indirectly, during the entire procurement Process (including this EOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

Principal Investigator
RECAP4NDC Project, ICFRE, Dehradun

Section II: Appendix

Expression of Interest Document No. 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025

Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

1. Basic REOI Details			
Tender Title	Request for Expression of Interest for Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region		
Name of Project	RECAP4NDC Project		
Tender Reference Number/ Tender ID	1-64/2023/BCC/ICFRE/361		
Tender Type	EOI	Tender Category	Consultancy Services
No. of Covers	Single Cover	Product Category	Consultancy
Domestic/Global Procurement	Domestic Procurement	Organization:	ICFRE, Dehradun
The Procuring Entity	ICFRE	Authority on whose behalf EOI is invited	Director General, ICFRE
Through the	Assistant Director General (Biodiversity and Climate Change), ICFRE	Tender Inviting Authority (TIA)	Principal Investigator RECAP4NDC Project, ICFRE
Address	Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun – 248006 (Uttarakhand)		
2. Critical Dates (Clause 6, 7, 8, and 9)			
Published Date	01 July 2025	EOI Validity (Days from the date of EOI Opening – REOI Clause 7.2	60 days from the date of EOI Opening (30 September 2025)

Document Download Start Date & Time	01 July 2025, 09:00 AM	Document Download End Date & Time	30 July 2025, 11:00 AM
Clarification Start Date & Time	01 July 2025, 09:00 AM	Clarification End Date & Time	16 July 2025, 05:30 PM
EOI Submission Start Date & Time	01 July 2025, 03:00 PM	EOI Submission Closing Date & Time	30 July 2025, 05:30 PM
EOI Opening Dates & Time	01 August 2025, 11:00 AM		
3. Eligibility and Qualification Criteria (Clauses 2.3.2, 4.1 to 4.3, 10.2 and Section III)			
Nature of NGO eligible and association with JV	▪ The NGO shall be legal entity registered in Delhi/ NCR. ▪ The NGO shall have a minimum of five years of experience in conducting awareness generation and capacity-building activities related to natural resource management and other relevant fields. ▪ The NGO possesses adequate organizational capacity, including qualified personnel, appropriate equipment and relevant technology, to effectively execute the assignment. ▪ The NGO shall have a dedicated team of experts responsible for executing the activities outlined in the assignment.		
Any additional eligibility or responsiveness criteria	Experience specifically pertaining to engagement with local communities and other relevant stakeholders within Delhi & NCR.		
Maximum limit of the value of Subcontracting permitted	Not applicable	JV/C parameters: Maximum number of members etc., as per clause 4.2.1)	2
4. Obtaining the REOI document and clarification (Clauses 6&8)			
ICFRE website and contact details	https://icfre.gov.in/tenders Phone No. 0135-22224803, 2224805 Email: icfre.recap4ndc@gmail.com		
Cost of REOI document (Rs)	Nil		
Office/Contact Person/email for clarification	Principal Investigator RECAP4NDC Project Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun – 248006 (Uttarakhand) Phone No. 0135-22224803, 2224805 Email: icfre.recap4ndc@gmail.com		

5.Pre-EOI Conference (Clause 6.3)			
Is a Pre-EOI Conference proposed to be held	Yes		
Place, time, and date of the Pre-EOI Conference	Dehradun, 10 July 2025, 03:00 PM to 05:00 PM		
Place, time, and date before which Written queries for the Pre-EOI Conference must be received	Dehradun, 08 July 2025, 05:30 PM		
Place, time and date before which registration of participants for the Pre-EOI Conference must be received	Dehradun, 07 July 2025, 05:30 PM		
6. Preparation and Submission and Opening of EOIs (Clauses 7 and 8)			
EOIs to be Addressed to	Principal Investigator RECAP4NDC Project, ICFRE, Dehradun		
Instructions for EOI Submission	https://icfre.gov.in/tenders		
Language of Submission	English	EOI Validity	120 days from the EOI opening date
EOI Opening Place	ICFRE, Dehradun		
7. Evaluation of EOI and Qualification Criteria (Clause 10 and Section III: Qualification Criteria)			
Maximum number of NGOs on the shortlist and criteria on which it would be based	08 NGOs, based on average turnover and experiences	Minimum qualification to be met by Lead Member and Substantial members	Lead Member and Substantial members should meet a minimum of 60% and 40% of the qualifying criteria
8. About RFP that would follow-clause 10.3			
RFP to be issued	Limited to shortlisted NGOs from this EOI	Form of Contract from RFP	Time Based
Selection Method	Quality-cum-Cost Based Selection (QCBS) Method	Bid Security Requirements	Yes, shall be detailed in the RFP
Performance Security	Yes, shall be detailed in the RFP		

Section III: Qualification Criteria

REOI document No. 1-64/2023/BCC/ICFRE/361

Dated 30 June 2025

Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

Note for NGOs: Regarding this Section, NGOs shall submit the following forms:

1) Form 2: Qualification Criteria – Compliance

- a) Form 2.1: Performance Capability Statement
- b) Form 2.2: Financial Capability Statements
 - i. Form 2.2.1: Financial Statement
 - ii. Form 2.2.2: Average Annual Turnover
- c) Relevant date when the specified period ends for different supporting reports shall be:
 - i. For all annual reports, the periods mentioned end with the financial: 31 March 2025
 - ii. For other statements, the periods mentioned end on the month before the last date of EOI submission.

Similar Assignments for Qualification Criteria

The qualification criteria aim to shortlist NGOs who have been providing consultancy services for at least the specified period and have completed the specified volume of assignments during the specified period.

The NGO should demonstrate experience relevant to the assignment by way of the specified volume of assignments of similar nature and sectors.

Similar Nature of Assignments	Assignment(s) focusing on capacity building/ awareness generation/ sensitization of local communities and other stakeholders	
General Sector	Natural resource management	
Specific Sector	Environment management/ land management/ landscape restoration/ sustainable forest management/ biodiversity conservation/ climate change/ agriculture/ horticulture/ soil and water conservation/ livelihood generation	
Criteria 1 General and Similar Experience:	Variables	Submission Form
i. NGOs must have at least 05 years of experience (as on 31 March 2025) in conducting awareness generation and capacity-building related to natural resource management and other relevant fields. Experience should specifically pertain to engagement with local communities and other relevant stakeholders within Delhi/ NCR	$\alpha = 5$ years	Form 1.1: NGO Information Form 2.1: Performance Capability Statement.
ii. During the last 3 years, Consultancy Assignments completed or substantially	$\beta = 3$ years $\gamma = 60\%$	

completed (at least 60% payments received) should be at least three (03)	$\delta = 3$	
iii. Out of the Consultancy Assignments mentioned above, one (01) should be similar assignment	$\varepsilon = 1$	
Criteria 2 - Financial Capability	Variables	Submission Form
i. Turnover: Minimum average annual turnover of at least Rs. 15 Lakh, at least 50% of which should be from Consultancy Service Contracts, calculated as total certified payments received for contracts in progress or completed within the last 3 years	$\theta = [\text{Rs. 15 Lakh}]$ $\kappa = [50\%]$ $\lambda = [3 \text{ years}]$	Form 2.2: Financial Capability Statements
ii. Qualification criteria in the table above can be relaxed upto 20 % for startups subject to meeting the quality and technical specifications during the RFP.	$\varepsilon = [20\%]$	Refer to REOI clause 5.1 (2)

Note to NGO: During RFP Process, while original documents/ certificates are called for to authenticate the qualification claimed, the following may be kept in mind:

- 1) When a joint venture or other association submits the bid, in that case, all members (other than non-substantial members) in the JV/C must submit their financial statements in order of the member's share in the partnership, greatest to least. The figures of members of a JV/C (other than non-substantial members) shall be added to determine compliance with the minimum financial qualifying criteria. However, unless otherwise stated in Section II: Appendix, for a JV/C to qualify, the Lead member must meet at least 60% of those minimum criteria for an individual Bidder and other member at least 40% of the criteria. Failure to comply with this requirement shall result in the rejection of the JV/C's bid.
- 2) The NGOs shall submit the audited balance sheet and/or banking reference along with their RFP proposal. An authorised representative of the NGOs must -sign the statement.

Part II: Schedule of Requirements

Section IV: Terms of Reference (TOR)

1. Description of Assignment

An NGO will be engaged as a Technical Partner to support the Indian Council of Forestry Research and Education (ICFRE) in implementing awareness generation and capacity-building activities on forest landscape restoration and related concepts for local communities of selected model sites/landscapes in Delhi & NCR under the RECAP4NDC (Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation in India) Project. The overarching goal is to promote sustainable land management practices through enhancing community participation and strengthening their capacities to support forestry sector target of India's Nationally Determined Contributions under the Paris Agreement.

2. Organisation Background

ICFRE is an autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India. Its Mission is to generate, advance and disseminate scientific knowledge and technologies for ecological security, improved productivity, livelihoods enhancement and sustainable use of forest resources through forestry research and education. ICFRE carries out research programs through a network of its nine Institutes (Forest Research Institute, Himalayan Forest Research Institute, Tropical Forest Research Institute, Arid Forest Research Institute, Institute of Forest Productivity, Rain Forest Research Institute, Institute of Forest Biodiversity, Institute of Wood Science and Technology and Institute of Forest Genetics and Tree Breeding) and five centres (Forest Research Centre for Eco-Rehabilitation, Forest Research Centre for Skill Development, Forest Research Centre for Bamboo and Rattan, Forest Research Centre for Livelihood Extension and Forest Research Centre for Coastal Ecosystem) located across length and breadth of the country.

3. Assignment Background

'Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation in India (RECAP4NDC Project)' contributes to the Joint Declaration of Intent on forest landscape restoration (FLR) between the Indian and the German Governments. RECAP4NDC project is an Indo-German project funded by the International Climate Initiative of the German Federal Government with direct commissioning by the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection. The project is being implemented by six consortium partners viz. GIZ (Lead), International Union for Conservation of Nature (IUCN), Forest Survey of India (FSI), The Energy Resource Institute (TERI), Indian Council of Forestry Research and Education (ICFRE) and International Centre for Integrated Mountain Development (ICIMOD) in the selected landscapes/ model sites in the states of Gujarat, Maharashtra, Uttarakhand and Delhi & National Capital Region.

Indian Council of Forestry Research and Education (ICFRE), an autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India, is the lead partner for project Output V- Development of capacities, knowledge and communication mechanisms for FLR of RECAP4NDC Project for achieving the desirable outcomes of the project in achieving forest sector target of Nationally Determined Contribution, Land Degradation Neutrality target, Bonn Challenge and Sustainable Development Goals. Objectives of Output V of the project are:

- To build capacities of the stakeholders on FLR through conducting trainings and curricula development on FLR.
- To develop suitable mechanism for sharing of knowledge on FLR and its concepts.
- To develop suitable mechanism for communicating the messages on FLR and its concepts.

The Output V includes community empowerment and concrete community action for on-ground activities, which will be pursued in cooperation with Gram Panchayats, Van Panchayats, Forest Development Committees, Biodiversity Management Committees and other Civil Society Organizations/ Non-Governmental Organizations. Capacity building of the stakeholders of Delhi & NCR will be undertaken based on the findings of Training Need Assessment studies conducted by ICFRE. The capacity building and knowledge sharing mechanism will provide an opportunity to the local communities and other stakeholders for enhancing their knowledge base and upgrading their skills on different aspects of FLR for climate change mitigation and adaptation, conservation and sustainable management of natural resources. Output V comprising of the three work packages viz. 1. Training on FLR, 2. Community empowerment for FLR, and 3. Knowledge exchange/ management for FLR. Development of capacities, knowledge sharing and communication mechanisms is one of the key outputs for successful implementation of the RECAP4NDC project.

4. Statement of Purpose/ Objectives

The main objective of the assignment is to raise awareness and build the capacity of local communities on forest landscape restoration through conducting awareness campaigns and trainings within selected model sites/ landscapes in Delhi and National Capital Region. It also aims to conduct sensitization and awareness activities in schools located within selected model sites/ landscapes in Delhi and National Capital Region.

5. Statement of Assignments Outcomes

Strengthen the capacity, knowledge and skills on Forest Landscape Restoration of local communities across selected model sites/ landscapes in Delhi and National Capital Region through awareness campaigns, training programs, sensitization initiatives and outreach activities in schools.

6. Detailed Scope of Work and Time-lines

a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones: Organize community meetings/ rallies/ street plays/ exhibitions/ and other innovative methods to spread awareness and build capacity of local communities across 87 villages within the selected model sites/ landscapes of Delhi and National Capital Region on forest landscape restoration through conducting awareness campaigns, trainings and wall paintings (6' x 4'), and conducting sensitization and awareness actions for 12 schools (participation of at least 100 students/school) of high school/ 10+2 standards @ 2 schools/ District.

The NGO will enhance the capacity of local communities in forest landscape restoration by conducting awareness and training sessions in 87 villages across the model sites in Delhi & NCR. Each session will involve around 40 community members per village, ensuring minimum 50% women participation. The NGO shall encourage local communities to ensure their active participation in the awareness and training events.

The NGO will also be responsible for making following necessary arrangements in 87 villages of selected model sites/ landscapes of Delhi & NCR for organizing the awareness and training events for minimum of 40 participants per event per village at their own expenses:

- Venue arrangement: Hall/ tent including arrangement of chair, table, projector, audio-video system etc.
- Training kit: Khadi bag (single sling jhola bag, size 14" x 15" x 3", screen printed logo of the project), notepad (size 5.5"-8", page 40, GSM 70), and pen (ball pen)
- Refreshment packet: Fruit juice 1, samosa/ bread pakoda 2, biscuits small pack 1, sweet 2 pieces
- Backdrop/ banner: Printed backdrop / banner, size 6' x 4' (cloth)
- Wall Painting 01 per village: Prepare oil paint base double coat, size 6' x 4'

Time schedule for achieving the milestones/ deliverables of the assignment are as under:

S. No.	Milestones/ Deliverables	Timelines
1.	Submission of Inception Report with detailed Implementation Plan, (detailed methodology, operational mechanisms and targets)	Within 01 month from the date of award of assignment
2.	Completion of 50% of awareness activities and trainings for local communities on forest landscape restoration in the project villages	Within 04 months from the date of award of assignment
3.	Completion of 100% of awareness activities and trainings for local communities on forest landscape restoration in the project villages	Within 07 months from the date of award of assignment
4.	Submission of the Draft Final Report including outcomes of the assignment	Within 08 months from the date of award of assignment
5.	Submission of the Final Report	Within 09 months from the date of award of assignment

Upon completion of each awareness activity and training, the NGO shall submit a detailed report on the organization of each awareness activity and training. This must be accompanied by the participant attendance sheet (in both soft and hard copies) and high-resolution photographs documenting the event.

b. Place of Assignment and touring Requirements, if any: The selected model sites of RECAP4NDC Project in Delhi & National Capital Region (Alwar District in Rajasthan; Gurugram and Faridabad Districts of Haryana; and New Delhi, South East Delhi and South Delhi Districts of NCT Delhi) are spread across two landscapes. One landscape extends around the Sariska Tiger Reserve in Alwar district of Rajasthan with several patches under degradation around the buffer area of the reserve. Another landscape comprises of the area that extends across Haryana from Faridabad to Gurgaon district along the Aravalli ranges. There are 124 villages falling under the model sites of project in Delhi and National Capital Region. The activities on awareness generation and capacity building/ trainings on forest landscape restoration and related concepts for local communities of model sites of Delhi and National Capital Region are to be carried out in 87 villages as mentioned below:

S. No.	District	Taluka/ Block	No. of villages	Name of Villages
1.	Alwar	Malakheda	20	Achalpuri, Ahirbas, Baleta, Bhadoli, Bhandodi, Bilandi, Chhajurampura, Dhakpuri, Jamalpur, Kali Pahari, Kherla, Maharajpura, Mundiya, Nangal Todiya,

				Pala, Poonkhar, Prithvipura, Ratangarh, Satana, Sumel
		Rajgarh	30	Alei, Anawara, Barh Digawara, Bhajeda, Chandupura, Cheetos, Dabla Meena, Dabla Meo, Dhamred, Digawara, Firozpur Jageer, Firozpur Khalsa, Gorakhpura, Govindpura, Hodaheli, Indrapura, Jirawali, Kali Pahari, Kandoli, Koondla, Kothi Narayanpur, Kundroli, Madhogarh, Moonpur, Nayagaon Bolka, Palwa, Pratappura, Ramsinghpura, Shri Chandpura, Thonsra
2.	Faridabad	Faridabad	12	Alampur, Amipur, Badshahpur, Kheri Gujran, Khorl Jamalpur, Kot, Pali, Phulera, Selakhari, Shikargah, Sirohi, Tilori Khadar
3.	Gurgaon	Gurgaon	8	Balola, Bandhwari, Dharampur, Gual Pahari, Hamirpur, Hayatpur, Mankrola, Sadhrana
		Farukhnagar	1	Budhera
		Sohna	16	Behlpa, Chuaharpur, Damdma, Daula, Ghangola, Harchandpur, Kadarapur, Kherla, Kherli Lala, Kuliaka, Mandawar, Medawas, Nimot, Rethoj, Rojka Gujar, Tethar

c. Length and Duration of Assignments: The assignment will be for a duration of nine months, starting from the commencement of the engagement, with the possibility of an extension depending on performance and project requirements.

7. Qualification Criteria for NGO; Team Composition and Qualification Requirements for the Key Experts

The NGO shall be legal entity registered in Delhi/ National Capital Region and must have an office in Delhi/ National Capital Region. The entity should have a minimum of five years of experience in conducting awareness generation and capacity-building activities related to natural resource management and other relevant fields. Experience should specifically pertain to engagement with local communities and other relevant stakeholders within Delhi and National Capital Region. The NGO shall possess adequate organizational capacity, including qualified personnel, appropriate equipment and relevant technology, to effectively execute the assignment. NGO shall have a dedicated team of experts responsible for executing the activities outlined in the assignment.

The NGO shall deploy a dedicated team of experts to carry out the activities outlined in the assignment. Team members must possess a strong command of Hindi language and be well-versed with the local dialect of Delhi and National Capital Region to ensure effective communication and facilitate better understanding of the concepts related to forest landscape restoration. Team members should possess the following desired qualifications and relevant experience in their respective fields:

S. No.	Team Member	Qualifications and Experience
1	Team Leader (01 Nos)	Minimum qualification: Postgraduate degree in Social Sciences, Life Sciences or other related subjects with at least 5 years of experience working with local communities or other relevant stakeholders in the state on natural resource management initiatives. Fluent in Hindi. Well versed with local dialect of Delhi and National Capital Region.
2	Training Specialist (02 Nos)	Minimum qualification: A graduate degree in Agriculture, Forestry, Horticulture, Life Sciences, Environmental Science or other related subjects with at least 3 years of experience in awareness generation and capacity-building of communities or other relevant stakeholders related to natural resource management. Fluent in Hindi. Well versed with local dialect of Delhi and National Capital Region.
3	Local Facilitator (1 per village for 5-person days)	At least High School/ 10+2 pass. Preferably, a member of the Joint Forest Management Committee, Women's Self-Help Groups, Biodiversity Management Committees, Mahila/ Yuvak Mangal Dal or similar community-based organizations should be engaged for providing necessary support in conducting awareness and training programs for local communities in the village.

The NGO may, at its sole discretion and without any additional financial obligation to ICFRE, engage additional experts as necessary to complete the assignment within the specified time frame.

Subcontracting of the assignment shall not be permitted under any circumstances and shall amount to cancellation of the contract agreement.

8. Capacity Building, Training and Transfer of Knowledge, if any

The NGO shall build the capacity of the local communities of the project areas mentioned in 6 (b) of the TOR through organizing trainings on forest landscape restoration and related concepts.

9. Deliverables, Reporting Requirements and Time Schedule for Deliverables

a) Format, frequency and contents of reports; dates of submission

S. No.	Milestones/ Deliverables	Timelines
1.	Inception Report with detailed Implementation Plan, (detailed methodology, operational mechanisms and targets)	Within 01 month from the date of award of assignment
2.	Completion of 50% of awareness activities and trainings for local communities on forest landscape restoration in the project villages	Within 05 months from the date of award of assignment
3.	Completion of 100% of awareness activities and trainings for local communities on forest landscape restoration in the project villages	Within 08 months from the date of award of assignment

4.	Draft Final Report including outcomes of the assignment	Within 09 months from the date of award of assignment
5.	Final Report	Within 09 months from the date of award of assignment

b) Number of copies, and requirements for electronic submission (or on computer media):
The NGO shall submit the final report of the assignment (one hard copy and soft copy) to ICFRE on completion of the assignment.

c) Persons (indicate name, titles, submission address) to receive them:

Dr. R.S. Rawat,
Principal Investigator, RECAP4NDC Project
Room No. 126, Biodiversity and Climate Change Division,
ICFRE Hqs., PO New Forest, Dehradun-248006

10. Background material, data, reports, records of previous surveys, and so on, to be provided to the NGO

ICFRE will provide the necessary background materials including training manuals/ brochures/ flyers/ schedules/ curriculum for organizing awareness and training sessions, community action plans, campaign, report templates, attendance sheets and backdrops/ banners (in soft copies) and matter for wall paintings (in soft copy) to the NGO aimed at awareness generation and capacity building of the local communities on forest landscape restoration and related concepts. At the outset of the assignment, ICFRE will conduct an orientation for the team members of the NGO to ensure smooth, timely execution and successful completion of the assignment.

11. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the NGO by ICFRE

The NGO is expected to complete the assignment from their own facilities/ arrangements for local transportation, office space, office equipment and secretarial support. ICFRE will not provide any office space, office equipment, local transportation facilities, secretarial support, office utilities/ facilities for the execution of the assignment. All travel, boarding, and lodging expenses incurred during the course of the assignment shall be borne by the NGO.

12. Institutional and Organizational Arrangement

a) Counterpart Project Management Team of RECAP4NDC Project:

- Principal Investigator
- Co- Principal Investigator
- Consultant (Delhi & NCR)
- IT and Communication Consultant
- Procurement and Financial Consultant

b) Consultancy Management Committee: The Management Committee shall comprise of following:

- Assistant Director General (Biodiversity and Climate Change), ICFRE
- Principal Investigator, RECAP4NDC Project
- Co- Principal Investigator, RECAP4NDC Project
- Procurement Officer, ICFRE
- Account Officer, ICFRE

- Consultant (Delhi & NCR)
- IT and Communication Consultant
- Procurement and Financial Consultant

c) Chain of Command for reporting: The NGO shall report to the Principal Investigator and Co-Principal Investigator of the RECAP4NDC project.

13. Procedure for review of the work of NGO after award of contract

A committee comprising of the following to be constituted to review the progress of the NGO on monthly basis:

- Assistant Director General (Biodiversity and Climate Change), ICFRE: Chairman
- Principal Investigator: Member
- Co- Principal Investigator: Member Convenor
- Procurement Officer, ICFRE: Member
- Account Officer, ICFRE: Member
- Consultant (Delhi & NCR): Member
- Procurement and Financial Consultant: Member
- IT and Communication Consultant: Member

NGO will work under the direct supervision of the RECAP4NDC Project Management Unit, ICFRE, Dehradun. Regular review meetings will be held to monitor progress of the NGO.

Part III. EOI Submission Formats

Form 1: EOI Form (Covering Letter)

(Ref REOI Clause 2.3)

(To be submitted with supporting documents, if any)

(On NGO's Letter-head)

(Strike out alternative phrases not relevant to you)

NGO's Name_____

[Address and Contact Details]

NGO's Reference No._____ Date.....

To

The Principal Investigator
RECAP4NDC Project
Indian Council of Forestry Research and Education
P.O. New Forest, Dehradun – 248006 (Uttarakhand)

**Ref: Your REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title:
Consultancy Services - Engagement of a Non-Governmental Organization as a Technical
Partner to Support the Indian Council of Forestry Research and Education in
implementation of Awareness Generation and Capacity Building Activities on Forest
Landscape Restoration and Related Concepts for Local Communities within Selected
Model Sites/ Landscapes in Delhi and National Capital Region**

Sir/ Madam

Having examined the above mentioned REOI document, we, the undersigned, hereby
submit/ upload our Expression of Interest (EOI) for being shortlisted for the performance of
the Services.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) About us:

We, _____ M/s
_____, hereby
certify that We are a firm (or members of our JV/Care) of proven, established, and
reputed NGO having the required Experience, Past performance, Personnel, and
Financial capability, with offices at _____.

2) Our Eligibility and Qualifications to participate:

- a) We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2 of this EOI-Form.
- b) We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria Compliance' and its sub-forms.
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the RFP Process. We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.
- d) We have / don't have any conflict of interest with any other NGO as per clause 4.3 of Section I: REOI.
- e) ☐ No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.

☐ Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this procurement process: _____.

3) Affirmation of terms and conditions of the REOI document:

We have understood the complete terms and conditions of the REOI document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the REOI document.

4) Abiding by the EOI Validity:

We agree to keep our EOI valid for acceptance for a period upto _____, as required in the REOI document, or for a subsequently extended period, if any, agreed to by us.

5) Non-tempering of Downloaded REOI Documents and Uploaded Scanned Copies:

We confirm that we have not changed/ edited the contents of the downloaded EOI Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. We also confirm that scanned copies of documents/ affidavits/ undertakings submitted along with our EOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful shortlisting, we undertake to submit for scrutiny, on-demand by ICFRE, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

6) Signatories:

We confirm that we are duly authorised to submit this EOI and make commitments on behalf of the consultant. Supporting documents are submitted in Form 1.1, annexed herewith.

7) Rights of ICFRE to Reject EOI(s):

We understand that you are not bound to accept the lowest or any EOI you may receive against your above-referred REOI document.

(Signature with date)_____

(Name and designation)_____

Duly authorised to sign EOI for and on behalf of name, address, and seal of the NGO

In the case of a Joint venture/ Consortium, the lead member/consultant shall sign the document on behalf of Joint venture/ Consortium members.

Form 1.1: NGO Information

(Ref REOI Clause 2.3)

(On NGO's Letter-head)

(Along with supporting documents, if any)

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____

Date _____

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

Note: NGO shall fill in this Form following the instructions indicated below. NGO shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. NGO's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) NGO Particulars:

a) Name of the NGO:	
b) Registration No.:	
c) Registration, if any, with ICFRE:	
d) Date of incorporation/ start of business:	
e) Place of Registration/ Principal place of business:	
f) Number of Years in Business:	
g) Number of Years in providing Consultancy Services:	
h) NGO's Website URL:	
i) Complete Postal Address:	
j) Pin code/ ZIP code:	
k) Telephone nos. (with STD codes):	
l) Mobile Nos.:	
m) Contact persons (Names and Designation):	
n) Email IDs:	
o) PAN Number:	
p) GSTIN No:	

(In the case of JV/C, repeat these details for all members)

Submit documents to demonstrate eligibility as per REOI Clause 4.1-1 : A self-certified copy of registration certificate - in case of a partnership firm – Deed of Partnership; in case of Joint Venture, letter of intent to form Joint Venture or Joint Venture agreement and in case of Society – its Byelaws and registration certificate of the NGO.

- 2) NGO/JV's Organisation Structure: Submit the overall organisation structure of the firm.
- 3) NGO/JV's Overall profile: Submit the overall profile of the firm, highlighting technical and managerial capabilities.
- 4) Authorisation of Person(s) signing the EOI on behalf of the NGO
 - a) Full name: _____
 - b) Designation: _____
 - c) Signing as:
 - A sole proprietorship firm. The person signing the EOI is the sole proprietor/ constituted attorney of the sole proprietor,
 - A partnership firm. The person signing the EOI is duly authorised being a partner to do so under the partnership agreement or the general power of attorney,
 - A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.
 - A Society. The person signing the EOI is the constituted attorney.
 - A Joint Venture/ Consortium. The person signing the bid is the designated lead member, as named in the Joint Venture/ Consortium agreement/ Memorandum of Understanding (MoU) or similar document in connection with the formation of the Joint Venture/ Consortium or are all future proposed members, in case (Joint Venture/ Consortium) has not been legally constituted at the time of bidding.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution.

- 5) NGO's Authorized Representative Information
 - a) Name:
 - b) Address:
 - c) Telephone/ Mobile numbers:
 - d) Email Address:

(Signature with date)

Documents Attached: As above

.....
(Name and designation)

[Duly authorised to sign EOI for and on behalf of name, address, and seal of the
NGO]

Form 1.2: Eligibility Declarations

(Ref REOI Clause 2.3)

(On NGO's Letter-head)

(Along with supporting documents, if any)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the NGO)

We hereby confirm that we comply with all the stipulations of REOI Clause 4.1 of the REOI document and declare as under and shall provide evidence of our continued eligibility to ICFRE as and when it may be requested:

1) Legal Entity of NGO: We are:

- a) _____ relevant documents enclosed)
- b) We are a Consultancy Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate as applicable to the subject Services.

2) Eligibility:

We solemnly declare that we (including our affiliates or subsidiaries, or NGOs):

- a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
- Do not stand declared ineligible/ blacklisted/ banned/ debarred by ICFRE or its Ministry/ Department from participation in its procurement processes; and/ or
 - Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in REOI document in this regard.
 - We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.

- c) Do not have any association (as consultant/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of ICFRE, as counter-indicated, in the REOI document.
- d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anticompetitive means. No attempt has been made or shall be made by us to induce any other NGO to submit or not to submit an EOI to restrict competition.
- e) We certify that we fulfil other additional eligibility conditions as prescribed in the REOI document.

3) Start-up Status:

We confirm that we are (Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT) enclosed herewith)/ are not a Start-up entity as per the Department of Promotion of Industrial and Internal Trade – DPIIT.

4) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

Documents Attached: As in S. No. 1 to 3 above, as applicable

.....	
(Signature with date)	Name and designation)

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO _____

Form 2: Qualification Criteria - Compliance

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(Along with supporting documents, if any)

(On NGO's Letter-head)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

Note to NGO: ICFRE reserves its right to call for verification of originals of all self-certified copies of stipulated documents supporting the fulfilment of qualifying criteria during the following RFP Process. If the shortlisted NGO fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 above). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

Summary of Response to Qualification Criteria

Criteria 1. General and Similar Experience:	Quantum, as detailed in Sub-forms	Qualification Criteria Met (Yes, or No)
a) The number of years of our experience in Consultancy Services is (see Form 1.1):		
b) In the specified period (as per Section III: Qualification Criteria), the number of Consultancy Services assignments completed or substantially completed by us is (see Form 2.1):		
c) In the specified period, out of the Consultancy Assignments mentioned above, the number of similar assignments (as per Section III: Qualification Criteria) are (see Form 2.1):		

Criteria 2. Financial Capability	Quantum, as detailed in Sub-forms	Qualification Criteria Met (Yes, or No)
Average Turnover: During the specified period (as per Section III: Qualification Criteria):		

a) Average Total Turnover (see Form 2.2)		
b) Average Turnover from Consultancy Services (see Form 2.2)		

Note: NGOs shall provide evidence of their continued qualification to perform the Services satisfactorily to ICFRE, as ICFRE may request at any stage during the RFP process that would follow this EOI.

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO

Documents Attached: As above, if any

Form 2.1: Performance Capability Statement

Statement of Performance of Consultancy Services

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On NGO's Letter-head)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

Note to NGO:

1. NGO or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Criteria 1 –General and Similar Experience. Mention contracts in which an NGO or a member of a JV/C is or has been a party, whether as a NGO, affiliate, associate, subsidiary, Sub-consultant, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your EOI in this regard. Statements and Documents may be mentioned/ attached here.
2. List only those assignments for which the NGO was legally contracted or was one of the joint venture members. Assignments completed by the NGO's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the NGO or that of the NGO's partners or sub-consultants but can be claimed by the Experts themselves in their CVs. Assignments of Sub-consultant(s) can be used to meet the Experience requirements specified in Section III, Qualification Criteria. The NGO should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if the Client requests.
 - 1) **The number of years of experience in Consultancy Services:** Provide evidence for the required length of experience in Consultancy Services and cross-reference the list of assignments below.
 - 2) **In the specified period, list Consultancy Services assignments completed or substantially completed in a tabular form** (Period specified in Section III – Qualification Criteria Note: List only the most important and relevant ones. List the largest value and most relevant projects to this assignment first
 - a) country, client, (source of funding),
 - b) project title, project reference number, project value, project period
 - c) brief description of the NGO's role in the project
 - d) # of international staff months, # of national staff months deployed by you on the project
 - e) Is it a Similar Experience as per Section III: Qualification Criteria (Yes or No)

- f) Is it in General Sector as per Section III: Qualification Criteria (Yes or No)
- g) Is it in Specific Sector as per Section III: Qualification Criteria (Yes or No)

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO

Documents Attached: Performance records/ contracts

Form 2.2 Financial Capability Statements

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On NGO's Letter-head)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

Note to NGOs: Fill out this Form for NGO or each member of a joint venture that is a party to the consortium to highlight conformance to Criteria 2: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your EOI in this regard.

Form 2.2.1: Financial Statements

Note: Each NGO or member of a Joint Venture/Consortium making up a Consortium must fill in this Form.

Financial Data for Previous Three (3) Years			
	Year 1:	Year 2:	Year 3:
Information from the Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (either audited financial statements supported by audit report or certified financial statements supported by Income tax returns), complying with the following conditions.

- All such documents reflect the financial situation of the NGO or a member of a Joint Venture or other association and not a sister or parent Firm.
- A Chartered accountant must audit historical financial statements.

- Historical financial statements must be complete, including all notes to the financial statements.
- Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO

Form 2.2.2: Average Annual Turnover

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On NGO's Letter-head)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

Note: Each NGO or member of a Joint Venture/Consortium making up a Consultant must fill in these forms.

Annual Turnover Data (Rs Crores) for the Last Three (3) Financial Years		
Year	Total Turnover Amount	Turnover from Consultancy Services (supported by a certificate from the Chartered Accountants)
Average Annual Turnover		

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO

Form 3: Checklist for NGOs

(Ref REOI Clause 2.3)

(On NGO's Letter-head)

REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

Note to NGOs: This checklist is merely to help the NGOs to prepare their EOIs.

It does not override or modify the requirement of the EOI. NGOs must do their due diligence also.

S. No.	Documents submitted, dully filled, signed	Yes/ No/ NA
1.	Form 1. EOI Form (to serve as covering letter and declarations)	
2.	Form 1.1. NGO Information and Power of attorney and Registration Certificates etc.	
3.	Form 1.2: Eligibility Declarations, along with supporting documents	
4.	Form 2: Qualification Criteria - Compliance	
4.a.	Form 2.1, 2.2 (and its sub-forms) to support Form 2 along with supporting documents	
5.	Form 3: This Checklist	
6.	Any other requirements, if stipulated in Section II: Appendix; or if considered relevant by the NGO	

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO

Format 1: Authorisation to Attend Pre-EOI Conference

(Refer to REOI Clause 6.3)

(On the NGO Letter Head)

NGO's Name _____

[Address and Contact Details]

NGO's Reference No. _____ Date _____

To

The Principal Investigator

RECAP4NDC Project

Indian Council of Forestry Research and Education

P.O. New Forest, Dehradun – 248006 (Uttarakhand)

Ref: REOI document No 1-64/2023/BCC/ICFRE/361 Dated 30 June 2025 Tender Title: Consultancy Services - Engagement of a Non-Governmental Organization as a Technical Partner to Support the Indian Council of Forestry Research and Education in implementation of Awareness Generation and Capacity Building Activities on Forest Landscape Restoration and Related Concepts for Local Communities within Selected Model Sites/ Landscapes in Delhi and National Capital Region

Subject: Authorisation to attend Pre-EOI Conference on _____ (date).

Madam/Sir,

The following persons are authorised to attend the Pre-EOI Conference for the EOI mentioned above on behalf of _____
(NGO) in the order of preference given below.

S. No.	Name	Photo ID Type/ Number
I.		
II.		
III.		
Alternate Representative		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-EOI opening. An alternate representative shall be permitted when regular representatives are not able to participate.
2. Permission to enter the hall where the Pre-EOI conference is conducted may be refused if authorisation as prescribed above is not submitted.

(Signature with date) _____

(Name and designation) _____

Duly authorised to sign EOI for and on behalf of _____

Name, address, and seal of the NGO