

**U.T. ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF ENVIRONMENT & FORESTS
OFFICE OF THE CHIEF CONSERVATOR OF FORESTS
FORT AREA, MOTI DAMAN
DAMAN – 396220**

Phone & Fax : 0260 2230963

E-mail: ccf-dmn-dd@nic.in

EXPRESSION OF INTEREST

Expression of Interest (EOI) is invited from reputed architects, organizations or consortia led by Indian organizations having proven professional capabilities in the preparation of landscape plans for creating Green Zone in two stretches forest areas of Daman. The work comprises of Planning, Designing for preparation of Landscape Plan, Drawings and preparation of DPR for creation of Green Zone at Coastal Forest Areas viz. Jampore and Devka- Kadaiya stretches in Daman and along with the preparation of cost estimates, bills of quantities and tender documentation for execution of the work.

The interested parties are requested to visit the official website of the U.T. of Daman & Diu, i.e. www.daman.nic.in for the details. All applications are required to be submitted in the specified format with essential additional information. Once the applications are received, they will be screened to prepare a shortlist of applicants who may be invited to participate in subsequent stages of selection.

Applicants may submit their applications with all relevant enclosures in the prescribed format in sealed cover super scribed as "Expression of Interest for Green Zone". The completed application shall reach office of Chief Conservator of Forests, Daman, on or before 14th September 2015 till office hours at the following address:

The Chief Conservator of Forests,
Department of Environment & Forest,
Fort Area, Moti Daman,
Daman – 396220

The Forest Department, Daman reserves the right to reject any or all applications without assigning any reason.

-Sd/-

Chief Conservator of Forests,
Department of Environment & Forest,
U.T. of Daman, Diu and DNH,
Daman

No. FD/CCF/DMN/EoI/2015-16/26

Date : 18/08/2015

**U.T. ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF ENVIRONMENT & FORESTS
OFFICE OF THE CHIEF CONSERVATOR OF FORESTS
FORT AREA, MOTI DAMAN
DAMAN – 396220
Phone & Fax : 0260 2230963
E-mail: ccf-dmn-dd@nic.in**

**EXPRESSION OF INTEREST
FOR
PREPARATION OF LANDSCAPE PLANS FOR CREATING GREEN ZONE
IN TWO STRETCHES OF FOREST AREAS OF DAMAN**

**U.T. ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF ENVIRONMENT & FORESTS
OFFICE OF THE CHIEF CONSERVATOR OF FORESTS
MOTI DAMAN
DAMAN – 396220
Phone & Fax : 0260 2230963
E-mail: ccf-dmn-dd@nic.in**

EXPRESSION OF INTERESTS

Invitation For Expression Of Interest

Expression of Interest (EOI) is invited from reputed architects, organizations or consortia led by Indian organizations having proven professional capabilities in the preparation of landscape plans for creating Green Zone in two stretches forest areas of Daman. The work comprises of Planning, Designing for preparation of Landscape Plan, Drawings and preparation of DPR for creation of Green Zone at Coastal Forest Areas viz. Jampore and Devka- Kadaiya stretches in Daman and along with the preparation of cost estimates, bills of quantities and tender documentation for execution of the work.

All applications are to be submitted in the specified format with additional information to be given as required. Such an organization is hereinafter referred to as "Applicant". Once the applications are received, they will be screened to prepare a shortlist of applicants who may be invited to participate in subsequent stages of selection.

History of Site:

Daman is located on western coast of Indian Peninsula. It is bounded by the State of Gujarat on North, South & East. The Western boundary is bounded by the Arabian Sea. It's an important tourist destination. The coastal stretches, having total length of 3 kms. approx. are covered with fairly dense Casuarina Plantations. This department is intended to develop this land as a Green Zone as it has got all potential for attracting nature lovers. The objective is to enrich the forests & environment and to educate the people by bringing them closer to the nature and inculcate the sense of responsibility towards the protection of the environment and forests.

Scope of Work:

- (i) Preparation of conceptual plan on two stretches of Forest Areas in consonance with the environment & forest related Laws in force.
- (ii) Creation of conceptual landscape designs/ drawings in consonance with the environment & forest related Laws in force.
- (iii) Preparation of DPR on the proposal.

Primary Eligibility Criteria:

- (i) The applicant may be a reputed architect, a firm, a joint venture or a consortium. In case of joint venture or a consortium, the applicant must submit a document signed by all the members of the participating organizations stating the name of the lead member. Applicant will enclose a notarised copy of proof of constitution.
- (ii) The applicant must be a profit making organization with a gross annual turnover of at least Rs. 50 lakhs per year for the last three years at least. In case of a joint venture or a consortium, the lead member alone will have to meet this condition. For the purpose of this EOI, 'turnover' shall mean consultancy fee received during the year exclusive of services rendered for unrelated works.
- (iii) The applicant must be registered in India as required by law with minimum five years of continuous operation up to the date of publication of this EOI.
- (iv) The applicant must have 5 years experience in the past in required field. The applicant will have to provide all the relevant details of the current status of the project done by him.
- (v) Income Tax Returns of the last three years duly certified by a Chartered Accountant with the confirmation that the turnover of Rs. 25 lakhs in Professional Fee is exclusive of services rendered for unrelated works.
- (vi) Client's Certificate regarding Performance of the Consultant firm/Consortia/JV duly certified by Client Department (as per enclosed Annexure 8).
- (vii) The applicant shall be ineligible to submit a proposal, if the organization or in case of a consortium or joint venture, any of its constituents has been barred or blacklisted by any Central and / or State Government in India.
- (viii) The applicant, should not have, during the last five years, either failed to perform on any agreement, or been expelled from any project or agreement or have any agreement terminated for breach by the applicant.
- (ix) In case the application is made by/on behalf of a consortium/joint venture, details of the work carried out by the consortium/JV, works carried out by the lead member and works carried out by the members respectively shall be clearly mentioned in the application.
- (x) Persons who are individually or institutionally, in any manner, involved with the selection/screening process of the EOI, and employees of Forest Department, Daman & Diu are ineligible for applying.

- (xi) This is essentially an EOI for planning and comprehensive design. The lead architect of the applicant organization must be registered with the Council of Architecture. The lead architect of the parent organization must be registered with the statutory organization of the country where registered and have an Indian partner who is registered with the Council of Architecture.
- (xii) Applications without required information or enclosures are liable to be rejected.

Application: Documents And Procedures:

- (i) The applicant shall bear all costs related to the preparation and submission of this EOI. The Forest Department, Daman shall in no case be liable or responsible for these costs regardless of the conduct and outcome of the selection process.
- (ii) In case of the shortlisted applicant who is asked to make further presentations of design, each applicant shall be paid an honorarium to defray the cost of the presentation to be made. This amount shall be deducted from the total fee payable to the selected applicant who is awarded the job. The amount will be communicated in due course.
- (iii) The document formally asking for a Request for Proposal (RFP) shall be issued later by the Forest Department, Daman to the shortlisted applicants. The contents of the RFP shall take precedence over the brief requirements stated elsewhere in this document.
- (iv) Applications received will not be acknowledged. However, the applicants shall be informed to the status of their application once the shortlist is prepared. No separate correspondence shall be entertained in this respect.
- (v) Incorrect, incomplete, inadequate information may lead to rejection of the applications. Canvassing in any form may lead to summary rejection of application.
- (vi) Applicants shall submit attested copies of work order, agreements, references, appointment letters, etc. as proof of eligibility.
- (vii) All documents, drawings, maps, photographs and other information provided by the Forest Department, Daman for the EOI shall continue to remain a property of the Forest Department, Daman. All information and documents submitted as part of the EOI application shall become a property of Forest Department, Daman.
- (viii) The Forest Department, Daman reserves the right to reject any or all applications without assigning any reason. The Forest Department, Daman also will not provide any explanation to the applications related to the short listing and

selection process. The decision of the Forest Department, Daman in this respect shall be final and binding on all applicants.

- (ix) Applicants may submit their applications with all relevant enclosures in the prescribed format in sealed cover clearly marked ("Expression of Interest for Green Zone"), so as to reach office of Chief Conservator of Forests, Daman, on or before 14th September 2015 till office hours at the following address:

The Chief Conservator of Forests,
Department of Environment & Forest,
Fort Area, Moti Daman,
Daman - 396220

- (x) Queries related to this document may be sent to ccf-dmn-dd@nic.in .

ANNEXURE I

AFFIDAVIT
TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-

I/we
Director/Proprietor/Partner of
..... (mention name
of organization and its complete address) do hereby solemnly affirm and declare as under:-

1. That I/we*am/are registered as
(mention name of *firm/company/Consortium) vide registration
No..... under the provisions of (mention
the name of the Act).

2. That *I/we have applied in response to the invitation for
expression of Interest of Forest Department, Daman for appointment as Consultancy for
preparation of landscape plans for creating Green Zone in forest areas of Daman.

3. That (mention name of organization) is
eligible to submit the aforesaid proposal as neither the applicant has been barred and/or
blacklisted by Central Government and/or any State Government of India at any time prior to the
date submitting this affidavit.

4. That (mention name of organization) or any
of its constituents during the last three years has neither failed to perform on any agreement nor
was expelled from any project or agreement nor any agreement terminated for any breach by the
applicants or any of its constituents.

5. That an annexure attached to this affidavit given list of all contracts of
..... (mention organization) or any of its constituents with the State/ Central
Government that are in arbitration.

6. That the Director(s)/Proprietor/ Partner(s) of the firm/company/consortium/JV does not
have any near relatives (wife, husband, grandparents, children, sister, brother, uncle, aunty,
cousin & their arms corresponding-in-laws) working as Gazetted or Non Gazetted officers Forest
Department, Daman.

If yes, Please mention the complete details along with address of the near relative (mentioning
the relation) working as Gazetted or Non Gazetted officers in Forest Department, Daman .

DEPONENT

VERIFICATION

*I/we The above named deponent do hereby verify that the contents of the aforesaid paragraph 1 to 4 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at (place) this Day of20.

(Strike off whichever is not applicable)

DEPONENT

Note : Deponent will be the authorized signatory of the applicant

ANNEXURE 2

Format of letter of expression interest [On Company's/firm's/Lead Member's (In case of Consortium) letterhead]

Date

Reference:

To,
The Chief Conservator of Forests,
Department of Environment & Forest,
Fort Area, Moti Daman,
Daman – 396220

SUBMISSION OF EXPRESSION OF INTEREST

Consultancy for preparation of landscape plans for creating Green Zone in various forest areas of Daman

Dear Sir,

We hereby submit our expression of interest for consultancy services as explained in the Invitation for Expression of Interest for the aforementioned project. In support we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for short listing of applicants as a part of the selection process.

The submission is made by us, on behalf of In the capacity of duly authorized to submit the expression of interest.

(In case of a consortium, following paragraph should be added)

This submission is made on behalf of the proposed consortium comprising and (applicant to state the name of each member) of which (application to insert name of lead member of joint venture) has agreed to act as lead member.

We hereby submit our willingness to get shortlisted for our participation in the process for indentifying the consultant for the aforementioned Project.

We understand that Forest Department, Daman reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:
Name of Signatory

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

Enclosures:

1. Copy of Board Resolution/Power of Attorney or authority letter authorizing the representative to sign on behalf of the company / firm or the consortium as the case may be.
2. Confirmation by the Consortium members authorizing the Lead member to sign on behalf of the Consortium.

ANNEXURE 3

**Format for letter of consortium
(On each Company / firm's letter head)**

Date

Reference:

The Chief Conservator of Forests,
Department of Environment & Forest,
Fort Area, Moti Daman,
Daman – 396220

SUBMISSION OF EXPRESSION OF INTEREST

Consultancy for preparation of landscape plans for creating Green Zone in various forest areas of Daman

Dear Sir,

We wish to confirm that our company / firm has formed / consortium
..... and
.....(members to insert names of all other
members of the group) for getting shortlisted for the above assignment.

The consortium will be led by (name of the lead member) whom we hereby authorize to act on our behalf for the purposes of applying for Expression of Interest. In the event of our group being invited to submit proposals against Request for Proposal (RFP) issued by Forest Department, Daman for the subject work, we agree to jointly and severally be liable to Forest Department, Daman, its successors and assigns for all obligations, duties and responsibilities arising out of or imposed by any contract subsequently entered into between Forest Department, Daman and our group.

Yours faithfully,

Signature of Applicant:

(Should be signed by authorized representative of Applicant or the lead member in case Applicant is a consortium)

Signature of Application:

Name of Signatory

Designation:

Name and address of firm:

Contract number:

Fax:

Email:

Enclosures:-

1. Copy of Board Resolution/ Power of Attorney letter authorizing the representative to sign on behalf of the Company/firm or the Consortium as the case may be.

ANNEXURE 4

Detail of Turnover and Net-worth of last 3 years

Individual Applicants/Each Constituent Member of consortium should provide details of turnover for last three years.

Attach proof of the financial statement* certified by auditor.

Year	Total Turnover (Rs. in lakh)	Turnover (Rs. In Lakhs) excluding the services rendered for interior designs or other allied works	Profit (Rs. in lakh)	Net worth (Rs. in lakh)
2011- 12				
2012- 13				
2013- 14				

Complete balance sheet for the last three financial years duly certified by the Chartered Accountant shall also be attached.

ANNEXURE 5

Applicants' Management Structure with Details of Key Personnel (Organogram)

Individual Applicants or Each constituent member of consortium should provide details of the company's ownership, current management structure, details of key personnel and its principal's management, organization structure, details of key personnel on separate sheet.

ANNEXURE 6

Applicant's Experience

(Details of major works (**maximum ten**) executed during the last ten years)

Name of Company/Firm:

S. No.	Name of work	Address and contact detail of the client	Role in participation: individual/ member of consortium	Date of commencement & completion		Project cost (Rs.)	Tendered cost	Site area	Cover up area in sqm	Time for completion as per tender

Note:

- The information is to be given by individual applicant or each member of the consortium including lead member separately.
- The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which the work is being listed.
- Copy of supporting documents (in the form of attested certificates / agreements / appointment orders / contract / certification provided by the Project owners) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.

ANNEXURE 7

Applicant's Accomplishments is the last ten years

Name of Company/Firm:

List of Awards conferred:

S. No.	Name of award	Country of award	Work for which award was given	Year of award

List of project competitions won:

S. No.	Name of Work	Client details	Participated: individually/ member of consortium	Date of commencement & completion	Tender cost	Actual cost	Schedule time	Actual time	Site area	Cover up area

This is the original table

Note:

- The information is to be given by individual applicant or each member of the consortium including lead member separately.
- Copy of supporting documents (in the form of certificates received) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.

ANNEXURE 8

Client's Certificate regarding Performance of the Consultant firm/Consortia/JV duly certified by Client Department

Firm's Name:

1.	<i>Project Name:</i>
2.	<i>Country:</i> <i>Location within country:</i>
3.	<i>Name of client:</i>
4.	<i>Address:</i>
5.	<i>Name of contact person:</i> <i>Title:</i> <i>Telephone no.: Email:</i>
6.	<i>Approx. value of contract (Rupees in crores):</i>
7.	<i>Approx. value of the services provided by your firm under the contract (Rupees in crores):</i>
8.	<i>Start date (month / Year):</i> <i>Completion date (month / Year):</i>
9.	<i>Duration of assignment (months):</i>
10.	<i>Total No. of staff months of the assignment:</i>
11.	<i>Name of associated consultants, if any:</i>
12.	<i>No. of Professional staff-months provided by associated consultants:</i>
13.	<i>Details of Compensation levied for delay (indicate amount) if any</i>
14.	<i>Did the contractor go for arbitration? If yes, total claim & total amount awarded</i>
15.	<i>Narrative description of project and its nature:</i>
16.	<i>Total campus area (in acres):</i>
17.	<i>Total covered area (in sq. mts.):</i> <i>(give separate information about actual build up / under construction and proposed)</i>
18.	<i>Brief description of the general specifications of the special features:</i>
19.	<i>Any green technologies / features used:</i>

	<i>(particularly for climate control, energy, water and waste management)</i>	
20.	<i>Comments on the capabilities of the Consultant/JV/Consortium</i>	
	<i>(a) Technical Proficiency</i>	<i>- Outstanding/Very Good/Good/poor</i>
	<i>(b) Engagement of Manpower</i>	<i>- Outstanding/Very Good/Good/poor</i>
	<i>(c) Overall Behaviour</i>	<i>- Outstanding/Very Good/Good/poor</i>

Note:

- The information is to be given by individual applicant or each member of the consortium including lead member separately.
- Copy of supporting documents (in the form of certificates received) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.

Signature of Client

ANNEXURE 9

CVs of staff available with Applications/each constituent member of consortium

Individual applicants or each constituent member of consortium thereof must indicate the key professional staff employed (as on date of EOI notice) in following indicative categories

Discipline	Experience > 20 years	Experience 10-20 years	Experience up to 10 years	Length of services in the organization
Town planner Architect Structural engineer Civil engineer Environmental engineer Landscape Designer MEP				

Note:

Applicants may add the field of specialization as per their experience.

Maximum two-page CV of each main member and key expert shall be furnished.

CVs of the executive head of the Applicants/lead member of consortium, and all other main members and key experts should contain the following heads:

1. Qualifications
2. Experience in years (separately for each individual field of expertise if more than one)
3. Name, nature, size of similar works handled and responsibility therein
4. Publications
5. Personal awards and recognition
6. Professional memberships
7. Other professional involvements (in fields of expertise) [Please attach proofs thereof at all places]

ANNEXURE 10

The applicant may provide in this annexure, details of any 2 projects which in his opinion best present his ability to do justice to this Design.

This should consist of the following:

1. One A3 size sheet giving a brief description of the project and the data sheet with the following information:

Name of the project:

Location:

Land area:

Green Area:

Area of roads/ pathways:

Area under water bodies:

Area under eco-educational-cum recreational utilities:

2. Up to 3 A3 size sheets giving the layout, detailed drawings (as samples)
3. Up to 2 A3 size sheets giving the utilities distribution network and
4. Up to 2 A3 size sheets of visuals / photographs graphics of the project.

ANNEXURE 11

The Applicant may provide in this annexure, details of the 5 largest (in terms of cost) ongoing projects.

S. No.	Name of project	Location	Name & address of the client	Site area (sq.m)	Cover up area (sq.m)	Cost in (Rs. Crore)	Current stage	Scheduled completion time.

Pro forma: Questionnaire

1.	Name of Applicant with full address:
2.	State the structure of the applicant's Organization: (applicants to indicate as appropriate) Proprietary concern Partnership firm Private Limited Company Public Limited Company Joint Venture Consortium Other (please specify)
3.	Individual applicant or lead member (in case of consortium) to provide this information: 1. Name of the company / firm: 2. Individual applicant company / lead member of consortium: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered address: 6. Principal place of business: 7. Address of Branch Offices (own): 8. Whether wholly / partially owned subsidiary of foreign company: Yes/No (give details) 9. Name and address of Principal /Parent Company (if applicable): 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no. email address of authorized contact person:
4.	For applicants who are in consortium, state the following information for each member of consortium (include additional sheet if required): 1. Name of Company / Firm: 2. Legal status of company: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered Address: 6. Principal Place of Business: 7. Address of Branch Offices (own): 8. Whether wholly owned subsidiary or foreign company: Yes/No 9. Name and address of Principal/Parent Company (if applicable): 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no., email address of contact person:

5.	<p>Does EOI application contain the Board Resolution/Power of Attorney/Authority Letter, which empowers the person or persons to sign the letter of application?</p> <p>Yes / No If no, give reasons</p>												
6.	<p>State the number of years the applicant (or each constituent member of consortium) has been in consultancy business undertaking works similar in scope and nature of work for which short listing is sought.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%; text-align: center;">Name</th> <th style="width: 50%; text-align: center;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>		Name	No. of years	1.			2.			3.		
	Name	No. of years											
1.													
2.													
3.													
7.	<p>Individual applicant / each member of consortium should compile a list showing their previous experience of work as per Pro forma at Annexure 6 and 7 in the manner and for the period indicated in the Pro forma (attach separate sheets duly referred as in response to Annexure 8)</p> <p>Do you authorize Forest Department, Daman to make enquiries with any of the clients listed by the applicant?</p> <p>Yes / No If no, give reasons</p> <p>Have you (each constituent member in case of consortium) provided information regarding previous experience of work as per Annexure 6 & 7?</p> <p>Yes / No If no, give reasons</p>												