

**Government of Himachal Pradesh**  
**H.P. Forest Department**  
**H.P. Integrated Development Project for Source Sustainability and**  
**Climate Resilient Rain Fed Agriculture (HPIDP)**  
**HPIDP Head Office, Forest Road, Solan-173212**

HP Integrated Development Project (HPIDP) for Source Sustainability and Climate Resilient Rain Fed Agriculture, Solan (H.P.) invites Request for Expression of Interest (REoI) from consultancy agencies/firms/organizations **for conducting Functional Review of Forestry Institutions in Himachal Pradesh.**

The interested consultancy agencies/firms/organizations may provide information indicating that they are qualified to perform the services. Consultancy agencies/firms/organizations may associate with other Consultancy agency/firm/organization to enhance their qualification, but should indicate clearly whether the association is in the form of a joint venture and/or a sub consultancy. In case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.


The REoI Document containing the details of qualification criteria, submission requirement, scope of work and evaluation criteria etc. can be downloaded from the project website [www.hpiddp.org](http://www.hpiddp.org)

Further details, if any, may be obtained from Executive Director, Integrated Development Project, Forest Road, Solan-173212 during working hours.

You may submit your response in envelopes physically by post /by courier/by hand or by email to the undersigned latest by 05/04/2024 upto 05:00 PM.

Queries if any may be referred in writing to the Executive Director at the above mentioned address or Telephone No. 01792-223004 or at E-mail: [idsolan@gmail.com](mailto:idsolan@gmail.com) with CC to [edidsolan@gmail.com](mailto:edidsolan@gmail.com) and [ddidsolan2017@gmail.com](mailto:ddidsolan2017@gmail.com) on or before 31/03/2024.

**Note:** Chief Project Director, IDP Solan or any of its designates reserves the right to cancel this request for REoI and/or invite afresh with or without amendments, without liability or any obligation for such request for REoI and without assigning any reason. Information provided at this stage is indicative and HPIDP reserves the right to amend/add further details in the REoI.

  
**Executive Director,**  
**Integrated Development Project,**  
**Forest Road, Solan-173212 (H.P.)**

**COUNTRY: INDIA**

**Assignment Title: Selection of consultancy agency/firm/organization for conducting Functional Review of Forestry Institutions in Himachal Pradesh.**

1. Integrated Development Project for Source Sustainability and Climate Resilient RainFed Agriculture in Himachal Pradesh, Solan, (HPIDP) has been approved for financing from the International Development and Reconstruction Bank (World Bank).
2. The HPIDP Project invites consultancy agencies/firms/organizations to indicate their interest for **conducting Functional Review of Forestry Institutions in Himachal Pradesh**. Interested consultancy agencies/firms/organizations must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, and availability of appropriate skills among staff, etc.) [The association may take the form of a joint venture (with joint and several liability) or of a sub consultancy]
3. HPIDP intends to consider only those consultancy agencies/firms/organizations that have the requisite capability and competency, in terms of required qualifications, experience of carrying out similar assignment and financial stability to address the requirements and to provide the proposed services. Interested consultancy agencies/firms/organizations should provide information demonstrating that they have the required qualification and relevant experience to perform the services.
4. The short listing criteria are:
  - I. The consultancy agencies/firms/organizations should be in business for the last three years (copies of registration, PAN, TAN, GST or any other relevant registrations, etc. to be enclosed)
  - II. The consultancy agencies/firms/organizations should have an average annual turnover of INR 1Cr. in the last three years (audited statement of last three F.Y. from 2020-21, 2021-22, and 2022-23 to be enclosed).
  - III. At least two similar project experience in conducting studies relating to Functional Reform in a Government/Private Organization with atleast one project in forest sector (relevant contract or work order to be enclosed).
  - IV. Experience of working with Central or State Govt. UN or Multilateral of Development Basis like World Bank, ADB on similar nature assignments.
  - V. Scanned documents should be clear and all information should be readable else application will be considered rejected.

5. Consultancy agency/firm/organization may associate with other Consultancy agency/firm/organization to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
6. Shortlisted Consultancy agencies/firms/organizations will be issued RFP (Request for Proposal) Document and asked to submit their technical and financial proposal in a sealed envelope.
7. The detailed ToR can be downloaded from the project website [www.hpdp.org.in](http://www.hpdp.org.in).
8. REoI submission and opening:
  - a. REoI can be submitted physically by post /by courier/by hand or by email to the undersigned latest by 05/04/2024 upto 05:00 PM. In case of physical/by post/by hand submission envelope should be clearly marked as “**REoI for conducting Functional Review of Forestry Institutions in Himachal Pradesh**” addressed to Chief Project Director, Integrated Development Project, Forest Road, Solan-173212 (H.P.) along with the name and address of the Consultancy agency/firm/organization.
  - b. HPIDP shall not be responsible for postal delay for any reason (s).

<b>Important Dates</b>	<b>Date</b>	<b>Time</b>
Publishing Date	15.03.2024	
Document Download Start Date	16.03.2024	10.00 AM
Document Download End Date	04.04.2024	05.00 PM
REoI Submission End Date	05.04.2024	05:00 PM

9. Request for Proposal (RFP) Document will be subsequently issued to the short listed Consultancy agencies/firms/organization only.

  
**Executive Director,**  
**Integrated Development Project,**  
**Forest Road, Solan-173212 (H.P.)**

**FORMAT – 1**

**APPLICANT'S REQUEST FOR EXPRESSION OF INTEREST**

To,

Chief Project Director,  
Integrated Development Project,  
Forest Road, Solan-173212 (H.P.)

**Sub: Submission of Request for Expression of Interest**

Sir,

In response to the Invitation for Expression of Interest (EoI) published on \_\_\_\_\_ for the above purpose, we would like to express interest **for conducting Functional Review of Forestry Institutions in Himachal Pradesh.**

As instructed, we attach the following documents:

1. General information about the Consultancy agency/firm/organization ( Format-1)
2. Detail of implementation experience (Format-2)

Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:  
Encl.: As above.

**Note: This is to be furnished on the letter head of the organization.**

**FORMAT-1**

**GENERAL INFORMATION ABOUT  
CONSULTANCY AGENCY/FIRM/ORGANIZATION**

<b>Firm's Profile</b>	
<b>Consultancy agency/firm/ Organization Profile</b>	Name of Organization:
	Postal Address:
	Contact Numbers:
	Fax/Email/Website:
	Name & Designation of Contact Person with Contact Details:
	Date of Establishment (DD/MM/YYYY):
	Date & Place of Registration:
	Registration Number:
	PAN Number:
	TAN Number:
	GST Number:
	Any other information which the Consultancy agency/firm/organization want to add:
<b>Financial Information</b> <i>{Please enclose the financial statement of last three financial years}</i>	
The firm should have an average annual turnover of INR 1 Crore in last three years. (Audited statements of last three FY to be enclosed)	<b>Provide the turnover on the basis of audited financial statement of past three financial years in Indian Rupees.</b>

Signature of the applicant  
Full name of applicant

Stamp & Date



<b>Experience of Working with Central/State Governments/PSUs or UN/Multilateral Development Banks like World Bank, ADB, etc. on Similar Nature Assignments</b>									
S.N	Name of the Project/Assignment	Brief details of service provided	Name of Client	Duration of Assignment in months			Value of Contract (in INR)	Whether Contract Closed or Not	Page Number at which supporting documents are attached in EoI proposal
				Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	Total Months			

<b>Experience of working on International Assignment/s of Similar Nature</b>									
S.N	Name of the Project/Assignment	Brief details of service provided	Name of Client	Duration of Assignment in months			Value of Contract (in INR)	Whether Contract Closed or Not	Page Number at which supporting documents are attached in EoI proposal
				Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	Total Months			

**The firm must provide the summary description on the core competencies, relevant experience and availability of its qualified experts/technical resources in the field relevant to lead the project assignment.**

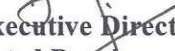
**The firm should not have unsatisfactory track record resulting in adverse action by Central/State Governments in India (an undertaking must be submitted)**

**Signature of the applicant**  
**Full name of applicant**  
**Stamp & Date**

**Expression of Interest (EoI), evaluation marking for shortlisting of Consultancy agency/firm/organization:** The screening will be based on total score achieved by the firm as per its response in the Expression of Interest (EoI). With this, the Consultancy agencies/firms/organizations that achieve minimum qualifying marks shall be shortlisted for issuing of Request for Proposal (RFP). Evaluation criteria are as follows:

<b>Expression of Interest (EoI) Shortlisting Criteria</b>		
<b>A.</b>	<b>Eligibility Criteria</b>	<b>Marks allocated*</b>
<b>1.</b>	<b>The firm should be in Consulting Business for the last Five years.</b>	<b>Mandatory</b>
<b>2.</b>	<b>Overall standing of the Firm (<i>Maximum Marks-10</i>)</b>	
	A Minimum 3 Years	05
	B Above 3 years	05
<b>3.</b>	<b>Average Annual Turnover of at least INR 1 Crore in over a period of last three financial years but in any year it should not be less than 50.00 lakh.</b>	05
<b>4.</b>	<b>At least two studies specifically relating to Organizational Functional Reforms. (<i>Maximum Marks-60</i>)</b>	
4.1	At least two projects related to Organizational Functional Reforms	20
4.2	At least one projects for Organizational Functional Reforms in Forest Sector	20
4.3	Additional 10 marks each for similar nature assignment in Forest Sector ( <i>Maximum Marks-20</i> )	20
<b>5.</b>	<b>Experience of working with Central/State Government/PSUs, or UN/ Multilateral Development Banks like World Bank, ADB, etc. on similar nature assignments. (<i>Maximum Marks-15</i>)</b>	
5.1	Experience of working with UN or Multilateral Development Banks like World Bank, ADB funded projects.	10
5.2	Experience of working with Central/State Government/PSUs.	05
<b>6.</b>	<b>Experience of working Internationally</b>	10
	<b>Total:</b>	<b>100</b>

\*Minimum Qualifying Marks is not less than 50

  
**Executive Director,**  
**Integrated Development Project,**  
**Forest Road, Solan-173212 (H.P.)**