

**Compensatory Afforestation Fund Management and Plananning Authority
(CAMP A), Uttarakhand**

85-Rajpur Road , Forest Headquater, Dehradun-248001, Uttarakhand

website : www.ukcampa.org.in , Emaild : ceocampa-forest-uk@nic.in, Phone: 0135-2744077

NO : 956/PMC/2024-25

Date : 25.03.2025

EXPRESSION OF INTEREST

Expression of Interest (EoI) is invited from eligible firms/organizations for providing Project Management Consultancy services to assist Uttarakhand CAMP A in implementation of its activities.

The responses must be submitted in sealed envelope to "Chief Executive Officer , Uttarakhand CAMP A, 85-Rajpur Road, Forest Headquater, Dehradun -248001 , Uttarakhand" not later than 15/04/2025 (Tuesday).

For more details please visit our website www.ukcampa.org.in

**PCCF / Chief Executive Officer
Uttarakhand CAMP A**



उत्तराखण्ड प्रतिकरात्मक वनरोपण निधि प्रबन्धन और योजना प्राधिकरण (उत्तराखण्ड कैम्पा)
UTTARAKHAND COMPENSATORY AFFORESTATION FUND MANAGEMENT & PLANNING AUTHORITY (UK CAMPA)
(प्रतिकरात्मक वनरोपण निधि अधिनियम, 2016 (2016 का 38) की धारा 10(1) के अंतर्गत भारत सरकार द्वारा अधिसूचित
(Notified by Govt. of India under the section 10(1) of the Compensatory Afforestation Fund Act, 2016 (38 of 2016))

85-राजपुर रोड, देहरादून, उत्तराखण्ड- 248001: दूरभाष/फैक्स : 0135-2744077

85-Rajpur Road, Dehradun, Uttarakhand - 248001 Tele/Fax: 0135-2744077 Email: ceocampa-forest-uk@nic.in, Website :www.ukcampa.org.in

Letter No.- 956/PMC/2024-25

Dated 25 March, 2025

**Notice for Expression of Interest (EoI) for procurement of Project Management
Consultancy Services for Uttarakhand CAMPA**

The State of Uttarakhand is renowned for its lush and abundant forests, which are home to diverse flora and fauna, including rare and endangered species, making them ecologically significant. The Uttarakhand Compensatory Afforestation Fund Management & Planning Authority (CAMPA), is implementing efficient forest management practices aiming at conservation, sustainable forest management, and community engagement.

The Uttarakhand CAMPA focuses on activities including Compensatory Afforestation, Assisted Natural Regeneration, Protection of forests, Forest fire prevention and control, Soil and moisture conservation in forest, Wildlife management, Nursery development, Infrastructure development etc. as per the Compensatory Afforestation Fund Act (CAF Act), 2016, and rules there under.

Uttarakhand CAMPA seeks skilled professionals to provide support in implementation of various activities under CAMPA.

Chief Executive Officer Uttarakhand CAMPA, solicits Expression of Interest (EoI) from proficient Firms/organizations for providing Project Management Consultancy for successful implementation and monitoring of various forestry activities under the Compensatory Afforestation Fund Management and Planning Authority (CAMPA) in Uttarakhand. Interested applicants must demonstrate adequate capacity, capability, and a track record of successfully executing similar assignments. Shortlisted, firms will receive the necessary Request for Proposal (RFP) document to submit their techno-commercial proposals subsequently.

Eligible organizations may submit their Expression of Interest, with supporting documents in the Prescribed Formats only. Sealed EOIs must be submitted to Chief Executive Officer, Uttarakhand CAMPA, so as to reach this office on or before 15/04/2025. EOIs received in formats other than the Prescribed Formats or after the due date will not be entertained.

The EOI notice including Prescribed formats for submission of the EoI are available on the website: www.ukcampa.org.in. In case of any difficulty/clarification, this office may be contacted in person or on ceocampa-forest-uk@nic.in.

1. About Project Management Consultancy (PMC) to assist Uttarakhand CAMPA

The selected firm will be responsible to assist Uttarakhand CAMPA through providing skilled professionals, including but not limited to

- **Team Leader (1):** To Coordinate and act as leader of the team to deliver the various tasks assigned to the PMC for reporting to CEO Uttarakhand CAMPA.
- **Soil and Water Conservation Consultant (1):** To assist in implementing strategies for sustainable soil and water resource management across the state including preparing and ground monitoring of soil & water conservation projects (Detailed Technical Reports) in different identified streams in various forests divisions.
- **GIS Analyst(1):**
 - ✓ To collect and analyze all site-specific data from divisions and upload help them to upload correct polygons on E-greenwatch portal.
 - ✓ Develop and maintain spatial databases for field activities of CAMPA.
 - ✓ To assist Divisions in uploading correct site-specific information in CAMPA MIS software
 - ✓ Analyze and interpret spatial data, including satellite imagery, topographic maps, and other geospatial datasets.
 - ✓ Create high-quality maps and cartographic products for project planning, monitoring, and reporting.
- **Documentation Consultant (1):**
 - ✓ Develop and maintain comprehensive documentation for forestry and conservation activities, including project reports, technical documents, manuals, booklets, brochures, posters, catalogue etc.
 - ✓ Creating engaging content for various media, including websites, social media, PPTs and promotional materials
 - ✓ Collaborate with project teams and divisions to gather relevant information for documentation.
 - ✓ Organize and maintain a centralized repository of project-related documents and knowledge resources.
- **IT Manager (1)**
 - ✓ To provide IT support related to implementation of various activities under CAMPA.
 - ✓ Preparation and timely submission of Digital APOs



- ✓ To provide trainings to Implementing agencies of Uttarakhand CAMPA to comply all necessary IT related tasks such as Digital APO, CAMPA MIS, e-Green Watch etc.
 - ✓ Managing Uttarakhand CAMPA websites.
 - ✓ Generating different kind of reports / data analysis by using different software tools
- **Manager Natural Resource Management (1)**
- ✓ Initiating action plan for timely preparation of APO.
 - ✓ Implementation of afforestation programmes as per conditions imposed by GoI against Land Transfer Cases.
 - ✓ Overseeing the qualitative and quantitative progress aspects of the implementation progress and identifying field level problems.
 - ✓ Preparation of annual reports
- **Project Associate / JRF (2)**
- ✓ Handling communication (letters, emails etc.) with various offices.
 - ✓ Management and presentation of important data required for various meetings etc.
- **Monitoring and Evaluation Consultant (2)**
- ✓ To prepare monitoring report documents and submit to CEO CAMPA office.
 - ✓ To collect the details of site-specific works and verify that these works are done at correct sites

In addition, team members will be expected to perform any other tasks related to their work domain as may be assigned to them by CEO Uttarakhand CAMPA from time to time.

The above positions are full time and the team members will be expected to be stationed full time in the office of the CEO Uttarakhand CAMPA during the duration of this contract.

The PMC will offer on-site deployment of human resources for operational support at the CAMPA headquarters to ensure smooth and successful implementation of CAMPA works. PMC will be provided with office space by the CEO Uttarakhand CAMPA.

2. Applicant Profile

Firms possessing the requisite eligibility (pre-qualification criteria), experience and expertise in providing project management consultancy for forestry sector with requisite financial strength, may submit their Expression of Interest (EoI), in the Prescribed Formats only, with relevant information/supporting documents.

Applicants are expected to be precise and not provide any unnecessary or irrelevant documents/information.

The application should be sent through registered post in a sealed cover, in duplicate. Sealed EoI should be submitted to the Office of the Chief Executive Officer, Uttarakhand CAMPA so as to reach on or before 5:00 PM on 15th April 2025. EoIs received in formats other than the rescribed Formats and/or received after the due date and time shall not be entertained.

The applicant would be required to satisfy the following eligibility criteria as pre-qualification criteria for submitting their EOI. The EOI of the Firms not meeting the minimum criteria will not be evaluated. Therefore, The Firms not meeting these minimum criteria need not apply.

3. Eligibility (pre-qualification criteria)

3(a). Technical

- ❖ Minimum 5 years of working experience in India in providing similar services (Natural Resource Management sector) as project management consultancy.
- ❖ The firm must have successfully completed minimum two assignments of similar nature for Government Departments/PSUs in India of value not less than Rs.30 lakh in last 5 years (copy of work order and completion certificates mandatory).
- ❖ The firm must have at least 20 full time skilled human resources as required for such services (PF/ ESI statement to be enclosed)
- ❖ The respondent firm must not be blacklisted for fraudulent and corrupt practices. A declaration to this effect signed by head of the applicant organization in Original must be submitted with the EOI proposal.

3(b). Financial

- ❖ The applicant organization must be net worth positive having a minimum annual turnover of INR 50 lakh in the last 3 years. Auditors certificate supported with Income Tax returns for last three financial years to be submitted along with the EOI.
- ❖ The firm should be registered under GST, Provident Fund, ESI and must not be a defaulter of Income Tax. Copies of GST, PF, ESI registration to be submitted along with the EOI.

4. Submission of Expression of Interest (EoI)

The EoI is to be submitted as per following.

Part I: Covering letter

- a) Covering letter as per format (Form I) provided.
- b) Authorization letter to sign/submit the EoI on behalf of the respondent firm.

Part II: Details of the Firm

- a) Background of the respondent Firm (500 words) along with other details of the Firm as per the format (Form II) provided in the EoI. Supporting documents are mandatory (registration certificate, memorandum/ articles of association, Quality Certifications such as ISO, CMMi, etc.).
- b) Resource strength as required for such services (PF/ ESI statement to be enclosed) (Form III & Form IV)
- c) List of similar tasks undertaken for natural resource management (NRM) sector projects of value more in the last 5 years (Form V & Form VI) with documentary proof (work order/ completion certificate)
- d) Financial details of the Firm as per the format (Form VII) enclosed. Supporting documents are mandatory (Auditor's certificate, copies of balance sheet, IT return, etc.).

5. Documents required in support of Eligibility (Pre-Qualification)

1. Auditor certified turnover (original) statement on annual income from for the last 3 years along with auditor certified Balance Sheet and Financial Statements.
2. Registration certificate of the firm along with Copy of Memorandum of Association of the firm to indicate the nature of business.
3. Copy of PAN card and IT return for last 3 financial years.
4. Copy of GST registration and return for last three financial years.
5. Copy of Employee Provident Fund (EPF) registration.
6. Copy of Employee State Insurance (ESI) registration
7. Authorization for signing and submission of the proposal.
8. Declaration against fraudulent practices/blacklisting.

6. Evaluation and Shortlisting Methodology

Examination of documents will be done by a committee constituted for this purpose by the CEO, Uttarakhand CAMPA. EoIs not meeting Minimum Eligibility Criteria (both technical and financial) shall not be taken into consideration.

Proposals shall be invited from shortlisted firms for submitting their techno-commercial offers subsequently.

7. Evaluation Criteria

The EoI will be shortlisted by the Committee based on following:

1. Team strength / general strength of organization in natural resource management sector	25 Marks
2. Similar work experience	25 Marks
3. Financial strength of the organization	20 Marks
4. Number of projects in last 5 years	20 Marks
5. Clarity in concepts and presentation to the committee	10 Marks
Total	100 Marks

Note: It is mandatory to score minimum 60 marks to qualify for being shortlisted.

8. General Instructions

- The applicant organization shall bear all costs associated with the preparation and submission of its EoI and this office will in no case be responsible or liable for these costs, whether the proposal is finally accepted or not.
- EOI with documents arranged systematically in prescribed format is to be submitted in duplicate in a sealed envelope.
- The envelope must show the name of the participating firm, address and should be superscribed as “EoI for procurement of Project Management Consultancy firm for Uttarakhand CAMPA”.
- EoIs are to be addressed to the Chief Executive Officer, Uttarakhand CAMPA, Van Bhawan, 85 Rajpur Road, Dehradun - 248001, Uttarakhand.
- EOI with all supporting documents, should reach the above address by Registered Post/ Courier on or before 15th April 2025 by 5:00 PM after which no EoIs would be accepted.
- The EoIs will be opened at CAMPA office, Van Bhawan, 85 Rajpur road, Dehradun on 16th April 2025 at 3:00 PM. Authorized representative of the participating firm may be present at the time of opening of EoIs.
- Incomplete, illegible and unsealed EoIs will be summarily rejected. Telegraphic EoIs will not be accepted, and no correspondence will be made in this regard.
- Language of EoI should be English.
- CEO CAMPA, Uttarakhand reserves the right to accept or reject any EoI/all the EoIs, without assigning any reason thereof. This EoI may be partially modified to address project requirements, if any before last date of submission.
- Only shortlisted applicants will be issued the detailed RFP document.

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Prescribed Response Formats

Form I: Covering Letter (On organisation's Letter head only)

Date:

To

The Chief Executive Officer,
Uttarakhand CAMPA, Van Bhavan,
85 Rajpur Road, Dehradun

Subject: EoI for procurement of Project Management Consultancy Services for
Uttarakhand CAMPA

Reference: Your EoI notice dated _____

Dear Sir,

Having examined the Expression of Interest (EOI) notice, the receipt of which is hereby duly acknowledged, I/we the undersigned, intend to submit our EoI for shortlisting of our firm, for providing services related to Project Management Consultancy to Uttarakhand CAMPA. We attach the response as required in EoI, which constitutes our proposal.

1. Contact Information

Name	
Title	
Name of the firm	
Address of the firm	
Web-site	
Phone	
Mobile	
Email	

2. We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to office of CEO CAMPA Uttarakhand is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead Uttarakhand CAMPA in its shortlisting process.
3. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in the EoI document.



4. It is hereby confirmed that I/We are entitled to act on behalf of our organization and are authorized to sign this document as well as such other documents, which may be required in this connection.

Dated this day of _____ Month, 2025

(Signature) in the capacity of

Name & address of the firm with seal stamp of the EOI Applicant

Witness signature

Witness name

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Form II: General Details of the Organization

Details of the Organization	
Name of the Organization	
Nature of legal status of the Organization	
Nature of business in India	
Date of Incorporation/year of Establishment	
Address of Registered Office	
Phone no	
Email	
Website	
Name, contact no and Email of Head of organization	
Name, contact no and Email of Contact Person for the EOI	
Quality Certification (ISO, CMMi, etc.)	
Mandatory Supporting Documents: As indicated in Eligibility Criteria	

Name & address of the Organization with seal stamp of the EOI Applicant

Form III: Resource strength of the organization in natural resource management (NRM) sector

Sl.	Resource Name	Qualification	Proficiency	Years of Experience

Form IV: Resource details to be deputed in Uttarakhand CAMPA

Sl.	Resource Name	Qualification	Proficiency	Years of Experience

Name & address of the Organization with seal stamp of the EOI Applicant



Form V:

Experience of providing project management consultancy in the last 5 years

Sl.	Name of Client	Name of the Project	Work order no & date	Completion date	Value of Work completed (in Rs.)	Supporting work order/ completion certificate
1						
2						
3						

NB: Documentary proof (work order/agreement/ completion certificate) to be enclosed

Form VI:

Experience of providing project management consultancy in the last 5 years in natural resource management (NRM) sector

Sl.	Name of Client	Name of the Project	Work order no & date	Completion date	Value of Work completed (in Rs.)	Supporting work order/ completion certificate
1						
2						
3						

Name & address of the Organization with seal stamp of the EOI Applicant

Form VII: Financial Details of the Firm

Financial Information	FY 2021-22	FY 2022-23	FY 2023-24
Revenue (in INR Crores)			
Profit Before Tax			
Revenue from providing project management consultancy services			

Name & address of the Organization with seal stamp of the EOI Applicant

