



**Forest and Environment Department,  
Government of Odisha**

**Request for Proposal**

for

**3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities  
(VSSs) for understanding of effectiveness of the Joint Forest  
Management (JFM) activities**

RFP No: UOI/1620/12F(Affn) 142/2019

Dated: 31.10.2019

**Issued By:**

**Office of the Principal Chief Conservator  
of Forests & Head of Forest Force,  
Aranya Bhawan, Chandrasekharpur,  
Bhubaneswar-23, Tel. No: 0674-2300053,  
Email id- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)  
Visit us: <http://odishaforest.in>, [www.ofsds.in](http://www.ofsds.in),**



**STATE FOREST HEADQUARTERS, ODISHA**  
**OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS**  
**ARANYA BHAWAN, BHUBANESWAR-23**

RFP No. UOI/1620/12F(Affn) 142/2019

Date: 31.10.2019

**REQUEST FOR PROPOSAL**

**3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities**

The office of the Principal Chief Conservator of Forests and Head of Forest Force, Odisha invite sealed proposals from eligible institutions / organization (Government/ Non- Government) to carry out "**3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities**" in Odisha. Bidders fulfilling the eligibility criteria of the bidding process can access and download the complete RFP Document, Terms of Reference (ToR) and other details from Odisha Govt. e-tender web site [www.tendersodisha.gov.in/](http://www.tendersodisha.gov.in/) <http://odishaforest.in/> [www.ofsds.in](http://www.ofsds.in). Any Bidder is requested to submit circle wise bid for all Forest Divisions. A bidder can submit bid for one or more than one or all the 8 circles of the state. However, the authority reserves the right to allow all or few circles to any bidder depending upon their capability and inter se ranking in Technical & Financial bids.

The major events under the bid process are:

SI. No.	List of Key Events	Date
1	Date of Issue of RFP	04.11.2019
2	Last date of submission of online pre-bid Queries	14.11.2019 (5 pm)
3	Date for reply of pre-bid Queries in Pre-bid clarification meeting	19.11.2019 (3.30 pm)
4	Clarifications to be uploaded in the website	20.11.2019 (5 pm)
5	Last Date for Submission of Proposal (Technical + Financial)	25.11.2019 (12 pm)
6	Date of Opening of Technical Proposals	25.11.2019 (12.30 pm)
7	Date of brief presentation by the Bidders (PPT)	30.11.2019 (11.00 am onwards)
8	Date of opening of Financial Proposals of Technically Qualified Bidders	16.12.2019 (11 am)

1. The proposal complete in all respect must reach the undersigned by Speed Post/ Registered Post/ Courier only latest by Dt.25.11.2019 (up to 12.00 pm) in a sealed envelope clearly mentioning on the top of it "**3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities**". The proposals received beyond the last date and time will be rejected.
2. The authority reserves the right to reject or accept any/ all proposals without assigning any reason thereof and to cancel or amend the Tender and/or scope & other terms and condition of this tender document. Please visit the website mentioned in the RFP document regularly from time to time for the same.

**Address for Submission of Proposal:**

To

*The Additional Principal Chief Conservator of Forests (PP&A)*  
*Office of the Principal Chief Conservator of Forests & HoFF,*  
*Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23,*  
*Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)*

# **DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the office of the Principal Chief Conservator of Forests and Head of Forest Force, Odisha in which the information (herein after referred to either as “TENDER”) is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the office. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each proposer must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the office, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is or should be relied on as a promise representation or warranty.

The authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

The office of the Principal Chief Conservator of Forests and Head of Forest Force, Odisha shall be the sole and final authority with respect to selection of a bidder through this **RFP**.

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Part - I  
**Bidder's Data Sheet**

Sl. No.	Particulars	Details
1	Name of the Client	Office of the Principal Chief Conservator of Forests & Head of Forest Force, Odisha
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of RFP Document	Soft copy at the website <a href="http://odishaforest.in">http://odishaforest.in</a> , <a href="http://www.ofsds.in">www.ofsds.in</a> , <a href="http://tendersodisha.gov.in">tendersodisha.gov.in</a>
4	Approximate Value of the Tender	INR @ Rs.10 lakh per Forest Circle
5	Date of Issue of RFP	04.11.2019
6	Last date for Submission of online Pre-bid Queries	14.11.2019 (5 PM)
7	Date for reply of pre-bid Queries in Pre-bid clarification meeting	19.11.2019 (3.30 PM)
8	Clarifications to be uploaded in the website	20.11.2019 by 5 PM
9	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	25.11.2019 (12 PM)
9	Date of opening of Technical Proposals	25.11.2019 (12.30 PM)
10	Date for presentation of the proposal by the Bidders (PPT)	30.11.2019 (11 AM onwards)
11	Date of opening of Financial Proposals of Technically Qualified Bidders	16.12.2019 (11 AM)
12	Bid Processing Fee (Non-Refundable)	Rs.3000/- in shape of Demand Draft/ Banker's Cheque from any scheduled Bank in favour of "STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)" payable at Bhubaneswar
13	Earnest Money Deposit (EMD) (Refundable)	Rs.30,000/- in shape of Demand Draft/ Banker's Cheque from any scheduled bank in favour of "STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)" payable at Bhubaneswar.
14	Performance Security value (Performance Bank Guarantee)	10 % of contract value
15	Performance Bank Guarantee (PBG) validity period	PBG should be valid for a period of three months beyond the entire contract period
16	Address for Submission of Proposal	Additional Principal Chief Conservator of Forests (PP&A), Office of the Principal Chief Conservator of Forests & HoFF, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23, <a href="tel:0674-2300053">Tel:0674-2300053</a> , E-mail: <a href="mailto:affn.pccfodisha@gmail.com">affn.pccfodisha@gmail.com</a>
17	Mode of Submission of Proposal	<b>Speed Post/ Registered Post/ Courier/by hand</b> only to the address as specified above during office hours (10 am to 5.30 pm) only on working days. Submission of bid through other mode and late bid after due date will be rejected.
18	Place of Opening of Technical Proposal	Principal Chief Conservator of Forests Conference Hall, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23

19	Validity of Proposal	365 days from the date of opening of Technical proposal
20	Validity of Rates (in INR)	For 1 year from the date of order.

**Part - II**  
**Letter of Invitation**

**Tender Document No: UOI/1620/12F(Affn) 142/2019**

**Dated: 31.10.2019**

Name of the Assignment: 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSS) for understanding of effectiveness of the Joint Forest Management (JFM) activities.

The Office of PCCF, Odisha & Head of Forest Force (The Client) invites sealed Technical and Financial Proposals from eligible bidders of national repute for 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSS) for understanding of effectiveness of the Joint Forest Management (JFM) activities. More details on the proposed assignment are provided at Part-IV: Terms of Reference of this RFP document.

An Agency/Institution will be selected under Combined Quality and Cost Based Selection (CQCBS) procedure as prescribed in this RFP document in accordance with the financial and procurement guidelines of Government of Odisha.

The proposal completed in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs.3000 /-(Rupees Three thousand only) towards Bid Processing Fees and a Refundable amount of Rs.30,000 /- (Rupees Thirty thousand only) towards EMD in the form of separate Demand Draft / Banker's Cheque from any scheduled bank in favour of "**STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)**" Payable at Bhubaneswar failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post/ Registered Post/ Courier/By hand only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is 25.11.2019 up to 12 pm and the date of opening of the Technical bid is 25.11.2019 at 12.30 pm in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

While all information/data given in the RFP document are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.

**Addl. PCCF (PP&A).**

**Part -III**  
**Information to the Bidder**

**1. Pre-Qualification /Eligibility Criteria:**

The invitation to Proposal is open to all bidders who qualify the eligibility criteria given below and the bidders must produce the required supportive documents/information as indicated against each as part of their technical proposal:

<b>SI. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirement</b>	<b>Supporting Documents Required</b>
<b>1</b>	Legal Entity	<p>(i) Government/Non-Government Organizations / Research / Academic Institutions: Single entity legally registered under appropriate authority in India.</p> <p>(ii) <i>Consortium or Joint Venture is allowed.</i></p> <p>(iii) The bidder must be registered under GST Act 2017.</p>	<p>a. Copy of certificate of Incorporation/ Registration as applicable</p> <p>b. Copy of GST Registration</p> <p>c. Copy of valid PAN</p>
<b>2</b>	Required Experience from the Bidder	<p>(i) The bidder should have more than 10 <i>years</i> of existence</p> <p>(ii) The bidder should have 5 years of experience in the relevant field as on 1<sup>st</sup> April, 2019.</p> <p>(iii) The bidder should have experience of carrying out minimum of 5 Third Party Baseline Study/Evaluation/End line Study/End-Term Evaluation/Impact Assessment of projects under Central / State Government / EAPs / Autonomous Bodies / National &amp; International organization -Each project with contract value of <math>\geq</math> Rs.10 Lakh for external aided project and duration of <math>\geq</math> 03 months.</p>	<p>a. Copies of engagement such as MoU</p> <p>b. Work Order /Contract Document</p> <p>c. Completion Certificate</p> <p style="text-align: center;"><b>(TECH A 4)</b></p>
<b>3</b>	Turn Over	<p>The bidder should have an average annual turnover of more than <b>Rs.30 lakh</b> during past three financial years <b>(2016-17, 2017-18 and 2018-19)</b></p>	<p>a. Copies of audited balance sheet and profit and loss account with all schedules,</p> <p>b. A turnover certificate certified by the Chartered Accountant and by the bidder and</p> <p>c. the acknowledgement of Income Tax return as proof and duly sealed</p> <p style="text-align: center;"><b>(TECHA-3)</b></p>



4	Bid Processing Fee	The applicant should furnish a Bid Processing Fee of Rs.3000 /- in the form of Demand Draft or Banker's Cheque in favor of "STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)" payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
5	Earnest Money Deposit (EMD)	The applicant should furnish an Earnest Money Deposit (EMD) of Rs.30,000/- in the form of Demand Draft or Banker's Cheque in favour of "STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)" payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
6	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH A-5)
7	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by the World Bank/JICA / Central Government / any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letter held (TECH A-6).

## 2. **Definitions**

Unless the context otherwise requires, the following terms whenever used in this RFP document have the following meaning:

- a. Applicant means Agency/ Organization/ Firm/ Company/ Educational Institutions which submits proposal in response to this RFP document
- b. Agency means Independent Agency, selected through competitive process in pursuance of this RFP, for providing the services under the Contract
- c. Contract means the Contract entered into by the parties for 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities.
- d. Personnel means professional and support staff provided by the Agency to perform Services to execute the assignment and any part thereof
- e. Proposal means proposal submitted by Bidder in response to the RFP issued by Office of PCCF & Head of Forest Force, Odisha.
- f. Services means the work to be performed by the third party agency pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by Office of PCCF & Head of Forest Force, Odisha.

## 3. **Period of Contract**

The assignment is for four months. If the selected agency fails to perform the functions as

agreed upon in the contract to be signed with Office of PCCF & Head of Forest Force, Odisha or commit breach of any of the terms and conditions, provisions or stipulations of the contract, the office shall take appropriate action including termination of the contract with the agency.

**4. A. Documents to be submitted along with Technical Proposal (Part-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

Sl. No.	Name of the document
1	Filled in Bid Submission Check List in Original ( <b>Annexure-I</b> )
2	Covering letter ( <b>TECH A-1</b> ) on bidder's letter head requesting to participate in the bid process.
3	Bid Processing Fee and Earnest Money Deposit (EMD) in sealed envelop
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number ( <b>GSTIN</b> )
7	Copies of audited balance sheet and profit and loss account with all schedules.
8	A turnover certificate certified by the Chartered Accountant and by the bidder
9	Copies of IT Return for the last three financial years ( <b>2016-17, 2017-18 and 2018-19</b> ).
10	General Details of the Bidder ( <b>TECH A-2</b> )
11	Financial Details of the bidder ( <b>TECH A-3</b> ) along with all the supportive documents as applicable duly signed as per the instruction.
12	List of completed or ongoing assignments of similar nature (Past Experience Details, <b>TECH A-4</b> ) along with copies of contracts / work orders / completion certificate from previous clients.
13	Self-Declaration regarding Conflict of Interest ( <b>TECH A-5</b> ).
14	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India ( <b>TECHA-6</b> ).

**B. Documents to be submitted along with Technical Proposal (Part-B):**

Sl. No.	Name of the document
1	Covering letter ( <b>TECH B-1</b> ) on bidder's letter head offering to provide services for the proposed assignment
2	Bidder Organization- Brief Profile ( <b>TECH B-2</b> )
3	Bidder's Experience ( <b>TECH B-3-I &amp; II</b> )
4	Comments and Suggestions of the Bidder on Terms of References and facilities provided by the Client ( <b>TECH B-4</b> )
5	Description of Approach, Methodology and Work Plan to Undertake the Assignment ( <b>TECH B-5</b> )
6	Format of Curriculum Vitae of Proposed Professional /Staff ( <b>TECH B-6</b> )
7	Team Composition and Task Assignment for each during the Study ( <b>TECH B-7</b> )
8	Work Schedule for the proposed Assignment ( <b>TECH B-8</b> )

**NB :**

- **One bidder can bid for one or more than one or all the eight circles of the state (circle wise data enclosed at Annexure – VI B). However, the committee reserves the right to allow all or few circles to any bidder depending upon their capability and inter se ranking in Technical & Financial bids.**
- Bidders should submit the required supporting documents as *mentioned* above. Bids not

conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

#### **1. Bid Processing Fee :**

The bidder must furnish, as part of technical proposal, the required Bid Processing Fee amounting to **Rs.3000 /- (Rupees Three thousand Only)** in shape of Demand draft / Banker's Cheque from any scheduled bank in favour of “**STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)**”, payable at Bhubaneswar. The bids received without bid processing fee will be rejected.

#### **2. Earnest Money Deposit (EMD) :**

The bidder must submit, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 30,000/- (Rupees Thirty thousand Only)** in shape of Demand draft / Banker's Cheque from any scheduled bank in favour of “**STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)**” payable at Bhubaneswar. **The bid not accompanying EMD is liable to be rejected.** The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.

#### **3. Validity of the Proposal:**

Proposals shall remain valid for a period of **365 (Three Hundred Sixty Five Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period.

#### **4. Pre-bid Clarifications:**

Bidders can submit their queries in respect of the RFP and other details if any, to Additional Principal Chief Conservator of Forests (PP&A), Office of the Principal Chief Conservator of Forests & HoFF, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23, [Tel:0674-2300053](tel:0674-2300053), through e-mail ([affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)) till 14.11.2019 up to 5 PM. Clarifications to the above will be uploaded in the project website (<http://odishaforest.in>, [www.ofsds.in](http://www.ofsds.in)) by 5 PM on 20.11.2019 after replies given in pre-bid clarification meeting on 19.11.2019 at 3.30.PM for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

#### **5. Submission of Proposal:**

Bidder must submit their proposals by **Registered Post/ Speed Post/ Courier/By hand** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any

consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rejected by the Client.

**The procedure for submission of the proposal is described below:**

- **Technical Proposal (Section – A –Original and (Section –B-Original + 1Copy + Soft Copy in Word format in CD):**
  - ✓ The envelope containing technical proposal (Section-A) and (Section-B) shall be sealed and superscripted as Technical Proposal– 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities in Odisha.
  - ✓ Two different parts i.e. **Section-A and Section-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in CD (Part-A & B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.
  
- **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in CD):**
  - ✓ The envelope containing financial proposal shall be sealed and superscripted as **-Financial Proposal -3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSS) for understanding of effectiveness of the Joint Forest Management (JFM) activities in Odisha.**
  - ✓ The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.
  
- The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**Technical Proposal (3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities)**" and it should contain Technical Proposal which includes both Part- A and Part -B.
  
- The second envelope must be marked as "**Financial Proposal (3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakshya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:
  - Name of the Assignment:**
  - Tender Number and Date:**
  - Deadline for Submission of Bid:**
  - Name and Address of the Bidder:**

Any deviation from the prescribed procedures / information / formats / conditions shall result

in out-right rejection of the proposal. All the pages of the proposal have to be signed with seal by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.

## **6. Opening of the Proposal:**

The First Envelope containing **Technical Proposal submitted by the bidders** will be opened on 25.11.2019 at 12.30 pm by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Tender Committee to evaluate the proposals submitted by bidders.

Only one representative with proper authorization letter from the participating bidder will be allowed to attend the technical bid opening meeting. The Second Envelope containing **Financial Proposal** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly (as mentioned in the Bidder's Data Sheet) to the technically qualified bidders well in advance.

## **7. Evaluation of Proposal:**

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility conditions and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - Filled in Bid Submission Check List in Original(**Annexure-I**)
  - Covering letter (**TECH A-1**) on bidder's letter head requesting to participate in the selection process.
  - Bid Processing Fee and Earnest Money Deposit (EMD) as applicable
  - Copy of Certificate of Incorporation/Registration
  - Copy of **PAN**
  - Copy of Goods and Services Tax Identification Number(**GSTIN**)
  - Copies of audited balance sheet and profit and loss account with all schedules.
  - A turnover certificate certified by the Chartered Account and by the bidder
  - Copies of IT Return for the last three financial years (**2016-17, 2017-18 and 2018-19**).
  - General Details of the Bidder (**TECH A-2**)
  - Financial Details of the bidder (**TECH A-3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
  - List of completed or ongoing assignments of similar nature (Past Experience Details, **TECH A-4**) along with copies of contracts / work orders / completion certificate from previous clients.
  - Self-Declaration on Conflict of Interest (**TECH A-5**)
  - Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India(**TECH A-6**)
  - All the pages of the proposal and enclosures/attachments are to be signed.

Bid not complying to any of the above requirement, will be out rightly rejected.

- **Technical Evaluation (2<sup>nd</sup> Stage): Total 100 Marks (70% is the qualifying mark):** Technical proposal will be opened and evaluated for those bidders who qualify the

preliminary evaluation stage.

- Submission of following documents / information will be verified:
  - Covering letter (**TECH B-1**) on bidder's letter head offering to provide services for the proposed assignment
  - Bidder Organization- Brief Profile (**TECH B-2**)
  - Bidder's Experience (**TECH B-3-I & II**)
  - Comments and Suggestions of the Bidder on Terms of References and facilities provided by the Client (**TECH B-4**)
  - Description of Approach, Methodology and Work Plan to Undertake the Assignment (**TECH B-5**)
  - Format of Curriculum Vitae of Proposed Professional /Staff (**TECH B-6**)
  - Team Composition and Task Assignment for each during the Study (**TECH B-7**)
  - Work Schedule for the proposed Assignment (**TECH B-8**)
  
- Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters after verification of the corresponding documents submitted by the bidder under **Technical B – 1 to 8** forms :

Sl. No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	(A) <b>Experience of the bidder in different NRM Projects:</b> Experience in Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/ Impact Assessment of any project under Central / State Government / EAPs / Autonomous Bodies / National & International organization with contract value of more than Rs.10 Lakh and duration of 03 months or more ( <i>Assignments undertaken during 1<sup>st</sup> January 2014 to 1<sup>st</sup> April 2019</i> ).	(i) 5 projects = 5 marks (ii) Above 5 projects additional 1 mark will be given for each extra project subject to a maximum of 10 marks	15
	(B) <b>Experience of the bidder with respect to Forestry sector:</b> Experience in Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/ Impact Assessment of any projects* under Central / State Government / EAPs / Autonomous Bodies / National & International organization with contract value of more than Rs.10 Lakh and duration of 03 months or more ( <i>Assignments undertaken during 1<sup>st</sup> January 2014 to 1<sup>st</sup> April 2019</i> ).	(i) 5 projects = 10 marks (ii) Above 5 projects additional 1 mark will be given for each extra project subject to a maximum of 10 marks	20
	(C) <b>Experience of the bidder with respect to handling the Projects in Odisha</b>	(i) 5 projects = 5 marks (ii) Above 5 projects additional 1 mark will be given for each extra project subject to a	15

		maximum of 10 marks	
2	<b>Lead Researcher-cum-Team Leader (1)</b>	<p>(i) <b>Presence of Organization office in Odisha :</b> 5 marks</p> <p>(ii) <b>Qualification:</b> For Ph.D. degree = 5 marks</p> <p>(iii) <b>Experience:</b> For at least 10 years of experience in handling the projects of research/ Evaluation study – Upto 10 projects = 0 More than 10 upto 15 projects = 2 marks More than 15 = 3</p>	<b>15</b>
3	<b>Key Team Members (3)</b>	<p><b>Minimum Qualification :</b> Bachelors degree</p> <p>(i) <b>Experience:</b> Upto 5 years = 0 More than 5 years: for each additional year 1 mark will be given subject to a maximum of 5 Marks (5 marks x 3 members)</p>	<b>15</b>
4	<b>Technical Presentation through PPT</b>	The assignment and methodology for completion of the Assignment	<b>20</b>
<b>Grand Total</b>			<b>100</b>

**Bidders have to prepare a presentation as a part of the technical proposal (2<sup>nd</sup> stage).** The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. The bidder whose technical proposal secures **a score above minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal. The financial proposals of the technically qualified bidders will be opened on the date and time mentioned in the Bidder's Data Sheet.

- **Financial Evaluation (3<sup>rd</sup> Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

## **8. Evaluation Process:**

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be **60%** weight-age to technical score and **40%** weight age to financial score.

The individual bidder's Technical score (**ST**) will be evaluated as per the formula given below:

$$ST = [Tb / T \text{ max}] * 100 \text{ (rounded off to 2 decimal places)}$$

Where;

ST= Normalized Technical score of the bidder under consideration

Tmax= Highest score achieved among the technically qualified bidders

Tb= Technical score secured by the bidder under consideration

The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$SF = [Fmin / Fb] * 100 \text{ (rounded off to 2 decimal places)}$$

Where;

SF= Normalized financial score of the bidder under consideration

Fmin= Lowest financial quote among the technically qualified bidders

Fb= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.6 + SF * 0.4$$

Where ST = Technical score secured by the bidder

SF = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (CS)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc.



Combined Score of the bidders for the bid shall be worked out as under:

<b>Name of Bidder</b>	<b>Normalized Technical Score (ST)</b>	<b>Normalized Financial Score (SF)</b>	<b>Weightage to the Normalized Technical Score (60% of ST)</b>	<b>Weightage to the Normalized Financial Score (40% of SF)</b>	<b>Combined Score (F=D+E)</b>
A	B	C	D	E	F

## **9. Taxes:**

Income Tax and GST (TDS) will be deducted from the contract value as per the prevailing statute.

## **10. Performance Bank Guarantee(PBG):**

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10 % of the contract value** from a scheduled bank situated in Bhubaneswar in favour of “**STATE FOREST DEVELOPMENT AGENCY, ODISHA (GIM)**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

## **11. Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the successful bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical aspects only, if any and availability of proposed professionals etc.

## **12. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 25 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.*

## **13. Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## **14. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such

as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**15. Anti-Corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process.

**16. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**17. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**18. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

**19. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency at the cost of the agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **2% per week subject to maximum of 20% of the total contract value**. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waived.

## **20. Confidentiality:**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

## **21. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through the website <http://odishaforest.in>, [www.ofsds.in](http://www.ofsds.in) Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

## **22. Client's right to accept any proposal, and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

## **23. Copyright, Patents and Other Proprietary Rights:**

Forest and Environment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

## **24. Replacement of Personnel:**

The professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Agency to replace the assigned personnel if they are not performing to a level of satisfaction. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications. After written notification, the Agency will provide CV of appropriate candidates within Seven (7) days for review and approval. The Agency must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Agency must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Change in the professionals beyond the allowable

limit of 50% by number in each category of the contract leads to implication of liquidated damage of **10% of the contract value**.

## **25. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for what so ever reason.

## **26. Arbitration:**

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Office of PCCF & HoFF, Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

## **27. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee and EMD as applicable
  - Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
  - During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
  - Proposal is received in incomplete form
  - Proposal is received after due date and time for submission of bid
  - Proposal is not accompanied by all the requisite documents/information
  - A commercial bid submitted with assumptions or conditions
  - Bids with any conditional technical and financial offer
- 
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value
  - Proposal is not properly sealed or signed
  - Proposal is not conforming to the requirement of the scope of the work

- Bidder tries to influence the proposal in evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- *Any other condition / situation which holds the paramount interest of the client during the overall selection process.*

**Part - IV**  
**Terms of Reference (ToR)**

**1. Implementation of JFM Policy in Odisha**

- i)** The collective protection efforts by the forest fringed people towards conservation of forests have been started since before 1950. The Government's initiative in this direction came with implementation of National Forest Policy, 1988. In realizing the need for involving the local village community in forest protection and management, the Government of Odisha stepped forward by notifying Orissa Village Forest Rules, 1985 and issued a resolution in 1<sup>st</sup> August, 1988 which came into effect from **02.10.1988** before the implementation of National Forest Policy 1988. This resolution opened a scope for assigning the specific roles to the adjoining villages for protection and management of reserved forests and subsequently a large number of Forest Protection Committees came into existence. In return, the villages enjoyed with certain concessions in the matter of meeting their bonafide requirements of firewood and small timbers.
- ii)** This resolution was amended in **13.10.1988** and the Forest Protection Committee (FPC) were constituted with the consultation of local villagers and the selection of non-official members of the committee was made by convening a meeting of the concerned villages.
- iii)** These resolutions were superseded by the Resolution **1990** under which the protected forests were also added for assignment to the adjoining villages and inclusion of women and weaker sections (Scheduled Caste, Scheduled Tribe and the landless categories in the Forest Protection Committee (FPC).
- iv)** In order to make more effective and transparent on the involvement of local villagers in forest protection, the Govt. of Odisha, issued a Resolution in **1993** to deal the issue in an exhaustive manners including the matters like the involvement of the local community in protection of adjoining forests, formation and constitution of Vana Samrakshyana Samiti (VSS), their Executive Committees, duties and responsibilities, constitution of a State Level Steering Committee to monitor and guide the implementation of the scheme/resolution etc. Implementation of JFM as per Resolution 1993 is as follows :

  - (a) VSSs were formed within the local community for implementing the resolution.
  - (b) The existing FPC / VFC/other organizations constituted prior to this resolution were converted into VSS gradually.

- v) **Execution of JFM Programmes:**
- (a) During 1994-95 & 1995-96 financial assistance from World Food Programme Welfare fund for carrying out various supporting activities under JFM programme like orientation training to VSS members, construction of Forest Awareness Centre-cum-Meeting Room, preparation of micro-plan for re-habitation of degraded forest was confined to 13 forest Divisions.
  - (b) During 1995-96, the State Govt. also allotted funds under State Plan for JFM activities like preparation of micro-plans for re-habilitated area in each division.
  - (c) During 1996-97, the State Govt. provisioned funds for JFM activities.
- vi) The Resolution **1996** extended the scope for identification and notification of Village Forest (the area which was created as village wood lot under Social Forestry Project and the adjoining forest area which was protected since long period) and assignment of these forest to the committee for its management and protection and conservation and in turn they were conferred specific usufructs rights in respect of various products.
- vii) The past resolution was revised with inclusion of broad aspects to make it more effective in **2008** like: Selection of area, Structure for constitution of JFMC, constitution of Executive Committee, organising meetings of General Body, Executive Committee, duties and responsibilities of the JFMCs/ Executive committee, Role of Forest Department, Dissolution, reconstitution and supervision of JFMC, preparation of JFM Plan (Microplan), usufructs benefits for the VSS, Transit of harvested forest product, conflict resolution, MOU between the Forest Department and JFMC, function of Steering Committee at division and State level.
- viii) The 2008 Resolution was further revised in **2011**. This resolution included additional points in every item envisaged in the 2008 resolution like:
- Renaming the JFMC as Vana Surakshya Samiti constituted for protecting the RF, PF, VF, Revenue Forest etc. not covered under the protected area.
  - And the JFMC as Eco-development Committee for protection of Protected Areas (National Park and Sanctuaries) including Core Areas and Mangrove Wetlands.
  - Changing the structure of Executive Committee
  - Role of Palli Sabha
  - Changing pattern in the structure of constitution of VSS/ EDC & Executive Committee
  - Meetings of General Body & Executive Committee to be organised at specific intervals.



- Additional points like emphasis on plantation of indigenous medicinal and NTFP species in the assigned forest area as well as outside the forest area adjoining the village.
  - Management of funds received by VSS, accounting procedure, operation etc., establishing market linkages by Executive Committee etc. in respect of points under duties and responsibilities.
  - Specifying the role of Forest Department, preparation of micro plan with prescribed structure on priority of plantation of indigenous medical and NTFP species and conservation and sustainable management of the assigned forest.
  - Details on usufructs sharing mechanism
  - Transit of harvested forest product.
  - Conflict resolution at different levels.
  - Introducing three levels of Steering committee like State Level, Sub-division Level and District Level committee with emphasizing their roles.
- ix) The Resolution 2011 was amended in **2015** for revising the structure for constitution of the Executive Committee, its composition by including the Local Forest Guard / Local Forester being the (Ex. Officio Member) as Secretary and their responsibilities.
- x) The Resolution 2011 was also amended in **2019** with respect to the inclusion of the new item i.e. constitution of a “Range level VSS and EDC Forum” with their structure composition and role & responsibilities for having better interaction between the Range Officers and VSS Members.

## **2. Objectives of Implementation of JFM Programme:**

The primary objective of the programme is to protect and conserve forests with the participation of local community. The broad aspects of the objective mentioned above are:

- i. To conserve environment and protect forests and wildlife for development of the forest ecosystem of Odisha in general for employment generation and social empowerment of the forest fringe dwellers assigning specific roles to them and for widening the scope for forest regeneration, means based on the policy of JFM Resolutions.
- ii. To provide a scope to meet their bonafide requirements which generates livelihood support to the villagers.
- iii. To reduce the man-animal conflict situations
- iv. To involve the local community for their active participation in forest protection and management.
- v. To regenerate forests and increase the density of forest areas.
- vi. To provide scope of employment generation by engaging local people and youth in different developmental schemes/ programme.
- vii. To provide scope for social empowerment of the forest fringe dwellers.
- viii. To prepare structured Joint Management Plan (micro-plan) for the development of the villages as well as of forests.

- ix. To cover the extent of area to be assigned to the villagers/ VSS with the consultants of Palli Sabha.
- x. To get the clear cut picture of the assigned area whether customarily being protected and used by the community, the number of adjacent villages, their claims if any and users regime.
- xi. To reduce and stop the practice of illegal poaching and felling of trees in the forest.
- xii. To involve the VSSs in different plantation programme/ schemes of the Govt. for successful implementation.
- xiii. To reduce the forest fire incidences.
- xiv. To strengthen the financial status of VSS for handling different projects/ development work in their area.
- xv. To follow the benefit sharing mechanism.

### 3. Present scenario of implementation of JFM programme in the State.

Total No. of VSS	Total No. of EDC	Total assigned Area (Sq. km.)				Total Families involved (in lakh)		
		RF	PRF/DPF	Other	Total	SC	ST	General
1	2	3	4	5	6	7	8	9
13218	542	6738.40	3264.69	2188.96	12192.05	2.68	7.18	6.36

### 4. Implementation of different schemes and projects through JFM mode.

Name of the project/ scheme	Implementation Year	Number of Divisions covered	Number of VSSs involved	Activities undertaken
World Food Programme	1994-1995	13	130	Training to VSS Members Preparation Micro plan, Incentives to the Committee for good work in JFM
National Afforestation Programme(NAP)	2002-03 to 2017-18	46	4321	Afforestation over 134159 hectare
Green India Mission	2015-16 to 2019-20	5	50	Afforestation over 2094 hectare
Odisha Forest Sector Development Project-I	2006-07 to 2012-13	14	2426	2,10,405 hectare RDF plantation & 2920 hectare mangrove Plantation
Odisha Forest Sector Development Project-II	2017-18 to 2026-27	14	1200( to be involved )	RDF plantation over 57,000 hectare to be covered

Ama Jungal Yojana	2016-17 to 2021-22	30	7000	RDF plantation over 2,65,000 hectare to be covered
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## 5. Scope of the present evaluation:

The geographical scope of the present assignment extended to the whole state of Odisha. The present study will cover VSSs and EDCs constituted under 50 Forest Divisions situated in 30 districts of the state.

The study will make an effort to find out the functioning, effectiveness, status of existing VSSs and EDCs with bringing out the picture on their feasibility, lacuna, gap for restricting the success of implementation of JFM programme. The broader scopes of the evaluation include: comprehensive assessment of the implementation of JFM Programme and its further scope, status of assigned forest areas under JFM, its crown density -rate, quality of forest, Status of plantation and Survival rate, existing nurseries in VSS areas, finding out contribution of VSS/EDC members towards development of forest cover, their dependency level on forest, examination of facilities / benefits available to them, existing status of SHGs in JFM areas with its governance, financial management, Status of Habitat in the intervention areas, incidence of human -elephant conflict, current outreach on capacity Building and institutional development of VSS, reviewing administrative issues related to the implementation of different schemes through JFM mode, analyzing policy level gaps if any, recommending suitable policy change measures etc.

## 6. Objectives of the Present Evaluation:

The evaluation study will have the following objectives:-

- i. To assess the effectiveness on functioning of VSS/ EDC
- ii. To review the impact of protection measures followed by JFMCs
- iii. To study the process of implementation of JFM policy including different items prescribed in the Resolution.
- iv. To find out the role of the JFMCs/ Village community in decision making process towards implementation of different Govt. schemes and Programmes
- v. To examine the process of benefit sharing mechanism and beneficiary identification.
- vi. To assess the qualitative growth/ regeneration of forest after protection made by VSS/ EDC
- vii. To review the existing employment generation means and scope in future.
- viii. To review the accessibility for livelihood support provisions after implementation of the programme.
- ix. To make a comparative assessment between Government funding and non-funding JFM areas.
- x. To assess the impact of convergence of different schemes for implementation of JFM programme.
- xi. To find out the existence of Intra Village/ Inter Village conflicts raised with respect to any JFM issue and process of resolutions.

- xii. To assess the qualitative and quantitative aspects of forest and village development.
- xiii. To examine the changing aspects in improving the social and financial empowerment of the JFMC members after introduction of JFM policy and implementation of other projects/ schemes through JFM mode.
- xiv. To study the attitude of villagers towards the implementation of JFM programme.
- xv. To examine the decreasing trend with respect to occurrence of fire incidence in the forest due to protection by JFMCs
- xvi. To examine the impact of policy implemented towards the illegal felling of trees / poaching etc.
- xvii. To review the status of holding of General Body & Executive Committee meeting, Range Level forum/ SD level/ District Level/ State Level Steering meeting.
- xviii. To assess the degree of participation of JFMC members including women and Weaker section of society in General Body Meeting.
- xix. To find out the attitude of JFMC members towards role and responsibilities/ duties assigned to them.
- xx. To find out the administrative issues including review of quality of deployed JFMC members / youths working in different forest/ village development programmes.
- xxi. To study the monitoring and reporting system prevailing under the programme.
- xxii. To assess the outcome of the programme implemented since 1988.
- xxiii. To assess the policy level gaps if any and recommend suitable policy change measures.
- xxiv. Case studies under different categories are required to be incorporated in the report

## **7. Methodology:**

The Methodology proposed for this evaluation study will be based on a sample to be drawn from all VSSs/EDCs existing in the state.

Odisha has 50 Forest and Wildlife divisions which include 282 Forest Ranges in total. 10% sample of total VSSs / EDCs constituted under each Range will be taken into consideration for the study. The sampling technique includes the stratified sampling method which will be applied for each Range on the basis of following criteria :

- i. Funding or non-funding VSS** (whether any source of funding from Government available to any VSS that should be included in the sample with the non-funding VSS from each Range for comparative assessment )
- ii. Age of VSS :**
  - a) Below 5 years
  - b) 5 - 10 years
  - c) Above 10 -15 years
  - d) Above 15- 20 years
  - e) Above 20 years
- iii. Area assigned to VSS :**
  - a) Below 50 hectare

- b) 50 -100 hectare
- c) Above 100 hectare

**iv. % of ST Population in the VSS :**

- a) Below 20%
- b) 20 - 50%
- c) Above 50%

The progress of all activities of VSSs/EDCs will be reviewed under the study. **One bidder can propose his bid for one or more than one or all the eight circles of the state. However, the committee reserves the right to allow all or few circles to any bidder depending upon their capability and inter se ranking in Technical & Financial bids. Circle and Division wise Progress Report on JFM at Annexure – VI have been enclosed for reference.**

All VSSs have been constituted in fringed villages and they are assigned certain forest area for protection and getting usufructs benefits in turn as mentioned in the JFM Resolution 2011 (copy enclosed at annexure -III). The subsequent Amendment 2015 and 2019 on the Resolution 2011 are also enclosed as Annexure – IV & V.

**8. Agency’s Inputs and Resources Required**

The assignment requires a firm or agency with skills and experience in independent third party assessment / verification, relevant M&E systems, and in conducting evaluations of forestry or any social sector.

The Agency’s team must comprise the following managerial, field investigators and data entry operator positions, with qualifications and experience as mentioned.

CVs of the proposed personnel will be evaluated.

<i>Position</i>	<b>Suggested Number</b>	<b>Qualifications and Experience</b>
<i>Team Leader</i>	01	Minimum Master’s degree in Forestry/ Agriculture/, Social science/ MBA or any equivalent degree from reputed institution. Ph.d degree will be given preference. Minimum 10 years of working experience in the areas of Forestry, Socio-economic Development, Research etc
<i>Key Team Member</i>	03	Minimum Bachelor’s degree in Forestry/ Agriculture/ Statistics/ Social science or any equivalent degree from reputed institution. Minimum 5 years of working experience in the areas of Forestry, Socio-economic Development, Research etc.
<i>Support Staff</i>	03 to 05	Minimum + 2 with PGDCA degree

**9. Deliverable and corresponding time frame-**

**Time line :**

- 1<sup>st</sup> Month :            i) Inception report comprising deployment of team, understanding of the

ToR and preparation of detailed implementation plan (work plan).  
 ii) Preparation of independent verification methodology, sampling strategy and data collection instruments for approval by the office of PCCF & HoFF, Odisha. Training of Field Investigators and field deployment for data collection and Pilot.

2<sup>nd</sup> Month

to 3<sup>rd</sup> Month: i) Collection and Completion of data, data analysis,  
 ii) draft report preparation and submission to the office of PCCF & HoFF, Odisha for suggestion and report finalization, sharing of interim findings.

4<sup>th</sup> Month : i) Report finalization with the inputs of the office of PCCF & HoFF, Odisha,  
 ii) submission of final report to the office of PCCF & HoFF, Odisha and Sharing of the findings in a workshop.

## 10. Implementation Arrangement

The Agency will report to PCCF & HoFF, Odisha and also work closely with the office of PCCF & HoFF, Odisha for completion of the assignment. The PCCF & HoFF, Odisha will provide the required project documents and access to any available datasets. The Agency will be responsible for administering all data collection instruments.

## 11. Payment Schedule

Activities/Milestone (s)	Payment %age
Inception Report	10%
Completion of the field study and presentation by the executing staff of the Agency.	40%
Submission of the Draft Report	25%
Submission of the Final Report	25%

## 12. Reporting

The Agency shall carry out the assignment under the overall supervision of the PCCF & HoFF, Odisha for the independent Evaluation. The Agency shall ensure that reports are timely, accurate, objective and are backed-up by evidence and a clear rationale. The Agency will be required to make presentations as needed in Bhubaneswar and clarify, in a timely manner, any issues and questions raised by the office of PCCF & HoFF, Odisha.

The PCCF & HoFF, Odisha shall provide the Agency with relevant data and documents necessary to understand the project component.

**Part - V**  
**Technical Proposal Submission Forms**

**Technical Proposal**

(Section – A)

**TECH A-1**  
**Covering Letter**

*(On Bidders Letter Head)*

*[Location, Date]*

To,

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

**Subject: 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities.**

**[Technical Proposal: Part – A]**

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for \_\_\_\_\_ in accordance with your Tender No.: \_\_\_\_\_, Dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **365 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours Sincerely,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_



**TECH A -2**  
**Bidder's organization (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the organization/Firm/Company:</b>	
2	<b>Date of Establishment:</b>	
3	<b>Experience in years</b> (Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/Impact Assessment):	
4	<b>Registered Office Address:</b> Tel: Fax: Email id:	
5	<b>Address for Communication:</b> Tel : Fax: Email id:	
6	<b>Details of Individual who will serve as the point of contact/communication:</b> Name: Designation: Mobile No.: Email id:	
7	<b>Details of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Name: Designation: Mobile No.: Email id:	
8	<b>Registration / Incorporation Details</b> Registration No: Date & Year:	
9	<b>Bid Processing Fee Details:</b> Amount : BC/DD No.: Date: Name of the Bank:	
10	<b>EMD Details:</b> Amount : BC/DD No.: Date: Name of the Bank:	
11	PAN Number	
12	Goods and Services Tax Identification Number(GSTIN)	
13	Willing to carry out assignments as per the scope of work of the RFP	<b>Yes</b>
14	Willing to accept all the terms and conditions as specified in the RFP	<b>Yes</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

## **TECH A -3**

### **Bidder Organization (Financial Details)**

<b>Financial Information in Rs.</b>				
<b>Details</b>	<b>FY 2016 -17</b>	<b>FY 2017 -18</b>	<b>FY 2018 -19</b>	<b>Average</b>
<b>Annual Turnover (in Lakh)</b>				
<b>Supporting Documents:</b>  Audited financial statements for the last three FYs ( <b>2016-17, 2017-18 and 2018-19</b> ) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form)  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

---

**Signature and Seal of the Bidder's Auditor with Firm Name, Membership Number & Date in original**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

*[NB: No Scanned Signature will be entertained]*

## TECH A- 4

### (Bidder's Past Experience Details)

**Table-1 (List of completed or ongoing assignments on Third Party Evaluation/ Baseline Study/ End line Study/End-Term Evaluation/Impact Assessment\*\* in any sector during last 5 years)**

Sl. No	Period	Name of the Assignment with Details thereof	Name of the Client	* Contract Value (in Rs.) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*Note: Bidders are requested to furnish the list of the assignments undertaken/completed during the last 5 Years (1<sup>st</sup> January 2014 to 1<sup>st</sup> April 2019) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.*

*\*Assignments having Contract Value of  $\geq$  Rs. \_\_\_\_\_ Lakh & Duration of  $\geq$  \_\_\_\_\_ Months only will be taken into consideration.*

*\*\* Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.*

**TECH A- 5**

**Information Regarding any Conflicting Activities and Declaration Thereof**

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Part - III : [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.*

If no, please certify,

**In Bidders Letter Head**

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Part - III: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

## TECH A-6

### Self Declaration for Not Banned/Black Listed/Debarred/Suspended

To

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

**Ref:** Tender No. \_\_, Dated: \_

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Part – III : [Information to the Bidder] under Eligibility Criteria: Para (7)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

# **Technical Proposal**

**(Part – B)**

## **TECH B -1**

### **Covering Letter**

**(On Bidders Letter Head)**

*[Location, Date]*

To

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

**Subject: 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSS) for understanding of effectiveness of the Joint Forest Management (JFM) activities.**

**[Technical Proposal: Part - B]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Tender No.\_\_\_\_, Dated: . I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **365 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your office shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I remain,

Yours sincerely,

**Authorized Signatory with Date and Seal:**

**Name and Designation:\_\_\_\_\_ Address of Bidder:\_\_**

**TECH B -2**

**Bidder Organisation (Brief Profile)**

*[Provide here a brief description regarding professional background of the organisation]*

Authorized Signatory *[In full and initials]*: \_\_\_\_\_  
Name and Designation with Date and Seal: \_\_\_\_\_

*[NB: Bidder needs to restrict the above information within 3-5 pages only]*



## TECH B - 3 (I)

### Bidder's Experience

Table -1 (List of 10 or more completed or ongoing assignments on Third Party Evaluation/Baseline Survey/ Endline Study/End-Term Evaluation/Impact Assessment\*\* in any sector during last 5years)

Sl. No.	Period	Name of the Assignments with details thereof	Name of the Client	Contract Value in Rs.	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory with date and seal

***NB: Bidders are requested to furnish the information for 10 projects or more. Completed or ongoing Projects having average contract value  $\geq$  Rs. \_\_\_\_\_ Lakh and duration  $\geq$  \_\_\_\_\_ Months during the last 5 Financial Years (1<sup>st</sup> January 2014 to 1<sup>st</sup> April 2019) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.***

**TECH B -3 (II)**  
**Bidder Experience**

[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five financial years**]

**FORM-I:**

(Assignment of Third Party Evaluation/Baseline Study/ End line Study/ End-Term Evaluation/ Impact Assessment in any sector)

<b>Assignment Name:</b>	<b>Value of the Contract (in Rs.):</b>
<b>Location:</b>	<b>Duration of Assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the Assignment:</b>
<b>Address:</b>	
<b>Start Date (Month/Year):</b>	<b>No of professional staff-months provided by associated Consultants:</b>
<b>Completion Date (Month/Year):</b>	
<b>Narrative Description of Project:</b>	
<b>Description of actual services provided by your staff within the Assignment:</b>	

**Authorized Signatory** [In full and initials]:

\_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

[NB: 10 Best Assignments in any sector, write up restricted to 1 page only]

**TECH B -4**

**Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

*[The Agency needs to present and justify in this section, if any modifications to the Terms of Reference he/she is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken in to consideration]*

**B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]*

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

## TECH B -5

### Description of Approach, Methodology and Work Plan to Undertake the Assignment

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his/her understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]*

#### **A. Understanding of the Objectives, Scope and Completeness of response**

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). ***Please do not repeat/copy the ToR here.***

#### **B. Description of Approach and Methodology:**

- a. Key guiding principles for the study
- b. Proposed Framework
- c. Information matrix
- d. Any other issues

#### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure
- b. Field Process Protocol control
- c. Suggestive tools for data collection
- d. Analysis of field data and preparation of reports
- e. Any other issues

#### **D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

**Authorized Signatory**    *[In full and initials]:*

\_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.***

## TECH B -6

### Format of Curriculum Vitae (CV) for Proposed Professional/ Staff

**1. Proposed Position:**

*[For each position of professional staff separate form Tech B-6 will be prepared]*

**2. Name of Firm [Insert name of Firm proposing the position]:**

**3. Name of Staff [Insert Name of Staff in Full]:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education [Include other specialized education of staff]:**

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

Language	Speaking	Reading	Writing
English			
Odia			
Hindi			

*NB: For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last five years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<i>From [Year]</i>	<i>To [Year]</i>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned:</b> <i>[List all tasks to be performed under this Assignment/job]</i>	

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point12.]*

<b>Name of the Assignment/Job/Project</b>	
<b>Year:</b>	
<b>Location:</b>	
<b>Name of the Client:</b>	
<b>Project Features:</b>	
<b>Position Held:</b>	
<b>Activities Performed:</b>	

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full assignment duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any willful misstatement herein leads to disqualification of CV.*

**Date:**

**Place:**

*Signature of the Staff Member with Date* \_\_

**Authorized Signatory [In full and initials]:**

\_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements.**

## TECH B -7

### Team Composition and Task Assignment for Each during the Study

Sl. No.	Name of the Professional/Staff	Position Assigned	No. of Input Days			Task assigned
			Field	Office	Total	
1		Team Leader (no. 1)				
2		Key staff (no.3)				
3		Field Investigators (Put No.---				
4		Data Entry Operator (put No.-----)				

*(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format..)*

**TECH B – 8**

**Work Schedule for the Proposed Assignment**

**Proposed Work Plan for the Study**

<b>Month</b> →	<b>1<sup>st</sup> Month</b>				<b>2<sup>nd</sup> Month</b>				<b>3<sup>rd</sup> Month</b>				<b>4<sup>th</sup> Month</b>			
<b>Week</b> →	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sequence of Study Activities / Sub Activities</b> ↓																

*Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Draft and Final Verification Reports) and other associated sub-activities*

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**



## **Part - VI**

# **Financial Proposal Submission Forms**

## FIN-1

### Covering Letter

#### (In Bidders Letter Head)

[Location, Date]

To

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

**Subject: 3<sup>rd</sup> Party Evaluation of Functioning of Vana Surakhya Samities (VSSs) for understanding of effectiveness of the Joint Forest Management (JFM) activities.**

#### **[Financial Proposal]**

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender No. \_\_, Dated: \_\_. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures\**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **365 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

**Authorized Signatory [*In full and initials*]:**

**Name and Designation of Signatory with Date and Seal: Address of the Bidder:**

*\*Amount must match with the one indicated in Fin-2 (Table-1).*

—

**FIN-2**

**Table- 1: Financial Proposal for the Financial Year (2019-20)\***

<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in Rs.</b>
A	Consulting Fee**	
B	Taxes applicable as per GST Act@__% of Consulting Fee	
<b>Grand Total Cost of Assignment (Rs.) (A+B)</b>		
<b>In Words</b>		

*\*\* Consulting Fee includes (1) Remuneration for the Professional/Staff, (2) Overhead expenses comprising travel expenses, subsistence allowances, office accommodation and orientation of Field Investigators, and (3) Miscellaneous Expenses comprising office contingency expenses and preparation of formats, documents and reports. Details to be furnished as an annex.*

***N.B. Taxes will be paid by the client as per the applicable rate under GST Act from time to time. Income Tax & GST (TDS) will be deducted as per applicable law.***

**Authorized Signatory [In full and initials]:**\_\_\_\_\_

**Name and Designation with Date & Seal:**\_\_

## Part – VII ( Annexure)

### Annexure – I Bid Submission Check List

Sl. No	Description	Submitted Yes/No.	Page No.
<b>Technical Proposal</b>			
<b>(Part – A) (Original)</b>			
1	Filled in Bid Submission Check List ( <b>Annexure-I</b> )		
2	Covering Letter ( <b>TECH A-1</b> )		
3	Bid Processing Fee of Rs.3000 /- in form of Demand Draft/Banker's Cheque		
4	EMD of <b>30000</b> /- in form of Demand Draft/Banker's Cheque		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last three financial years ( <b>2016-17, 2017-18 &amp; 2018-19</b> )		
9	General Details of the Bidder ( <b>TECH A-2</b> )		
10	Financial details of the bidder ( <b>TECH A-3</b> ) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments of third party Evaluation/ Baseline Study/ Endline Study/ End-Term Evaluation/ Impact Assessment (Past Experience Details)( <b>TECHA-4</b> )along with the copies of work orders for the respective assignments		
12	Self Declaration on Potential Conflict of Interest ( <b>TECH A-5</b> )		
13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India ( <b>TECH A-6</b> ).		
<b>(Part– B) (Original +1 Copy+ Soft Copy in CD in Word Format) &amp; (1 Copy + Soft Copy in word Format in CD)</b>			
1	Covering Letter ( <b>TECH B-I</b> )		
2	Bidder Organisation ( <b>TECH B-2</b> )		
3	Bidder Experience ( <b>TECH B-3</b> ) <b>Form – (I, II &amp; III)</b>		
4	Comments and Suggestions ( <b>TECH B-4</b> )		
5	Description of Approach, Methodology & Work Plan ( <b>TECH B-5</b> )		
6	CV of Key Professionals ( <b>TECH B-6</b> )		
7	Team Composition and Task Assignment ( <b>TECH B-7</b> )		
8	Work Plan ( <b>TECH B-8</b> )		
<b>Financial Proposal (Original + 1 Copy + Soft Copy in CD in PDF Format)</b>			
1	Covering Letter ( <b>FIN-1</b> )		
2	Financial Proposal ( <b>FIN-2</b> )		
1	<b>Performance Bank Guarantee (PBG) – (Annexure- II)</b>		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**Performance Bank Guarantee (PBG)**

To

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharapur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

WHEREAS..... (Name and address of the Consultant) (hereinafter called —the Consultant) has undertaken, in pursuance of Tender No.....dated.....to undertake the service..... (description of services)(hereinafter called- the contract).

AND WHEREAS it has been stipulated by\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .....day of ,2019.

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the Authorized Officer of the Bank)**

.....

.....  
**Name and designation of the officer**

.....

.....  
**Seal, name & address of the Bank &Branch**

## **Annexure – III**

**Joint Forest Management (JFM) Resolution, 2011 (soft copy)**

**Annexure – IV**

**Amendment 2015 on Joint Forest Management (JFM) Resolution, 2011  
C:\Users\hp\Desktop\Amendment to JFM 2011 (JFM 2015).pdf**



**Annexure – V**

**Amendment - 2019 on Joint Forest Management (JFM) Resolution, 2011**

C:\Users\hp\Desktop\Gazette notification of JFM Resolution, 2011.pdf

**Annexure – VI (A & B)**

**Circle and Division wise Progress Report on JFM (soft copy)**

C:\Users\hp\Desktop\JFM Progress Report on March, 2019.pdf

**Annexure – I**

**Bid Submission Check List**

Sl. No	Description	Submitted Yes/No.	Page No.
<b>Technical Proposal</b>			
<b>(Part – A) (Original)</b>			
1	Filled in Bid Submission Check List ( <b>Annexure-I</b> )		
2	Covering Letter ( <b>TECH A-1</b> )		
3	Bid Processing Fee of Rs. -----/- in form of Demand Draft/Banker's Cheque		
4	EMD of Rs. -----/- in form of Demand Draft/Banker's Cheque		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last three financial years ( <b>2016-17, 2017-18 &amp; 2018-19</b> )		
9	General Details of the Bidder ( <b>TECH A-2</b> )		
10	Financial details of the bidder ( <b>TECH A-3</b> ) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments of third party Evaluation/ Baseline Study/ Endline Study/ End-Term Evaluation/ Impact Assessment (Past Experience Details)( <b>TECHA-4</b> )along with the copies of work orders for the respective assignments		
12	Self Declaration on Potential Conflict of Interest ( <b>TECH A-5</b> )		
13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India ( <b>TECH A-6</b> ).		
<b>(Part– B) (Original +1 Copy+ Soft Copy in CD in Word Format) &amp; (1 Copy + Soft Copy in</b>			

<b>word Format in CD)</b>			
1	Covering Letter ( <b>TECH B-1</b> )		
2	Bidder Organisation ( <b>TECH B-2</b> )		
3	Bidder Experience ( <b>TECH B-3</b> ) <b>Form – (I, II &amp; III)</b>		
4	Comments and Suggestions ( <b>TECH B-4</b> )		
5	Description of Approach, Methodology & Work Plan ( <b>TECH B-5</b> )		
6	CV of Key Professionals ( <b>TECH B-6</b> )		
7	Team Composition and Task Assignment ( <b>TECH B-7</b> )		
8	Work Plan ( <b>TECH B-8</b> )		
<b>Financial Proposal (Original + 1 Copy + Soft Copy in CD in PDF Format)</b>			
1	Covering Letter ( <b>FIN-1</b> )		
2	Financial Proposal ( <b>FIN-2</b> )		
1	<b>Performance Bank Guarantee (PBG) – (Annexure- II)</b>		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**Performance Bank Guarantee (PBG)**

To

Additional Principal Chief Conservator of Forest (PP&A)  
Office of the Principal Chief Conservator of Forests & HoFF  
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23  
Tel: 0674-2300053, Email- [affn.pccfodisha@gmail.com](mailto:affn.pccfodisha@gmail.com)

WHEREAS..... (Name and address of the Consultant) (hereinafter called —the Consultant) has undertaken, in pursuance of Tender No.....dated.....to undertake the service..... (description of services)(hereinafter called- the contract).

AND WHEREAS it has been stipulated by\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .....day of ,2019.

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the Authorized Officer of the Bank)**

.....  
.....

**Name and designation of the officer**

.....  
.....

**Seal, name & address of the Bank &Branch**

# The Orissa Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 2176, CUTTACK, THURSDAY, SEPTEMBER 22, 2011/BHADRA 31, 1933

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[ No. 16524-IF-Affn.17/2011/F.& E.]

**FOREST & ENVIRONMENT DEPARTMENT**  
**RESOLUTION**

The 9th September, 2011

**Sub: Joint Forest Management Resolution, 2011**

**1. Introduction:**

Forests are one of the complex eco-systems of our planet. The role of forests in conservation of environment and economic prosperity of mankind is well established. Economic growth and environment protection are inextricably linked. For surviving on the earth human beings will have to live in harmony with nature. The need for conservation of environment and protection of forests and wildlife has been enshrined in our Constitution. Orissa has 61018 Sq. kms of forest area which is 39.18% of the geographical area of the State. The existing forest cover of 31.38 % of its geographical area plays a very significant role in the socio-economic and cultural life of the people of the State. However, over the past few decades, the forests of Orissa are under heavy biotic pressure. The rich biodiversity of the State faces the risk of depletion. Man-animal conflict is on the rise. Hence, conservation and development of the forest eco-systems of Orissa is a priority of the State Government.

The National Forest Policy, 1988 envisaged co-operation of the people in conservation and development of forests. In keeping with this policy Government of Orissa adopted the Joint Forest Management (JFM) approach and sought community participation for protection, regeneration and management of the forest wealth. JFM has not only been a tool for forest regeneration, but also a means of employment generation and social empowerment of the forest-fringe dwellers.

The State Government enacted the Orissa Village Forest Rules, 1985 which envisaged preparation of a Management Plan for every village forest and sought co-operation of the community in protection of these forests. In 1988, the

State Government passed a resolution to formally introduce a Scheme of Protection of peripheral Reserve Forest areas with participation of the adjoining villagers by forming a Village Level Forest Protection Committee. The scope of this resolution was enlarged in 1990 to include the Protected Forests. To make the forest-people interface more effective, the Government of Orissa in Forest & Environment Department issued a Resolution dated 3.7.1993. This resolution dealt, in a fairly exhaustive manner, the involvement of all local communities in protection of adjoining forests, formation of Van Samrakshyana Samiti (V.S.S.), duties and responsibilities of the V.S.S. and their Executive Committees and the role of Forest Department and Gram Panchayats, preparation of Joint Forest Management plans, usufruct benefits for the V.S.S. and provisions of MoU etc. Since these Resolutions in the past did not cover the Mangrove Wetlands and the Protected Areas (PA) of the State, i.e. National parks and Sanctuaries, and participatory modes of management are needed there too, the 2008 Resolution was issued to extend the participatory approach to all types of forests. Eco-development was adopted as a strategy in order to improve the livelihood of local people and thereby secure their support for conservation.

Participatory Forest Management in JFM mode is an evolving concept encompassing ecological socio-cultural and economic dimensions. People have played an important role in protection and regeneration of forests all over the state of Orissa. Villagers have either formed V.S.Ss as per JFM Resolution or Community Forest Management Groups outside the existing JFM framework. It is desirable that associations of people, whether formed under Government resolutions, or by peoples' own initiative, with the forest conservation as the principal and core objective, are allowed to function smoothly.

Panchayat Extension to Scheduled Area (PESA) Act, 1996, which is applicable to scheduled areas, lays down as follows: "Every Gram Sabha shall be competent to safeguard and preserve the traditions and customs of the people, their cultural identity, community resources and the customary mode of dispute resolution; Every Gram Sabha shall approve the plans, programmes and projects for social and economic development before such plans, programmes and projects are taken up for implementation by the Panchayat at the village level and be responsible for the identification or selection of persons as beneficiaries under the poverty alleviation and other programmes." This Act vests the ownership of Minor Forest Produce (MFP) on Gram Panchayats in Scheduled areas. The decision of Government of Orissa to do away with the monopolies in collection and trading in 69 items of MFP is in consonance with the spirit of PESA Act.

The community forest resource has been defined under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (popularly known as Forest Rights Act). As per the said Act, community forest resource means customary common forest land within the traditional and customary boundary of the village and seasonal use of the landscape in case of pastoral communities etc. The Minor forest produce has been defined under the Forest Rights Act which includes all non-timber forest produce of plant origin such as bamboo, brushwood, stumps, cane, tassar, cocoons, honey, wax, lac, tendu or kenduleaf, medicinal plants and herbs, roots, tubers and the like. It may be mentioned here that in case of Kendu Leaf, the current policy of Government is to discharge certain responsibilities with a view to protecting the livelihood of forest-dependent communities while providing management inputs to facilitate a scale of operation required for adequate value realization and sustainable management process.

Under the Forest Rights Act, the Gram Sabha is to initiate the process of determining the individual and community forest right. Therefore the enactment of FRA provides an opportunity not only to strengthen the existing Participatory Forest conservation and management initiatives but to promote such initiatives in the areas which are devoid of such institutional arrangements. With the changing scenario of Forest Management, increasing awareness among people and experiences gained from the past management practices; it is now felt necessary that the resolution on Joint Forest Management, 2008 is revised.

## **2. Selection of Area:**

(i) The forests of the State to be covered under this Resolution shall be grouped into the following two categories:

(a) Reserved Forests, Protected forests, Village forests, Revenue forests etc. not covered under Protected Areas.

(b) Protected Areas (National Park and Sanctuaries) excluding Core Areas, and Mangrove Wetlands.

The Committee constituted for the first category of forests will be known as Vana Surakshya Samiti (VSS) while the Committee constituted for the second category will be known as Eco-development Committee (EDC).

(ii) While deciding the extent of area to be assigned, the Palli Sabha shall consult the Forest Range Officer concerned and take into account the area customarily being protected and used by the community, the number of adjacent villages, their claims, if any, and users' regime. In case a group of villages decide to constitute one VSS jointly, they



may do so. The local Forester will provide the technical input and facilitate the process of identification of the forest area to be managed by the committee.

(iii) In case any change is required in the extent of forest area assigned to the existing VSS formed under the JFM Resolution, 2008, the same can be done in consultation with the village community and the local forest department officials not below the rank of a Forest Range Officer.

### **3. Constitution of VSS/EDC:**

(i) Ordinarily there will be one VSS/EDC for a single village. One VSS may also cover more than one village or there may be more than one committee in a village especially large in size. Other Forest Protection groups, if any would also be covered under this Resolution.

(ii) All adults of the village will be the members of the VSS/EDC. They may pay an enrolment fee determined by the General Body (GB) of VSS/EDC.

(iii) The Palli Sabha shall send its Resolution to the Range Officer concerned regarding constitution of VSS / EDC for his record and communication to the DFO concerned for registration at the Division level.

### **4. Constitution of the Executive Committee (EC):**

(i) The Palli Sabha shall elect the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer and a minimum of other 11 (eleven) members to constitute the Executive Committee. At least 50% of the members of the EC shall be women. The number of SC & ST members in the Executive Body shall be in proportion to their membership in VSS / EDC. There should also be representation from the group of community, who do not have any livelihood support other than depending on the forests.

(ii) Either the Chairperson or Vice-Chairperson shall be a woman.

(iii) The composition of the EC shall be as follows:

1. Chairperson	1	Elected Member
2. Vice-Chairperson	1	Elected Member
3. Secretary	1	Elected Member
4. Treasurer	1	Elected Member
5. Ward Member (s) concerned		<i>Ex officio</i> Member (s)
6. Members	11	Elected Members
7. Local Forest Guard	1	<i>Ex officio</i> Member

(iv) The Range Officer concerned will act as the Returning Officer for conducting the election of the EC. It shall be the responsibility of the Returning Officer to ensure that the representation in the EC is in accordance with reservation specified in Para-i above.

(v) The EC will have tenure of 3 years at a time.

## **5. Meeting:**

### **(i) General Body (GB)**

(a) The GB meeting of the VSS / EDC shall be held at least once in every six months. It can also be called as and when required.

(b) The Secretary with the approval of the Chairperson will convene the meeting of the GB. Ordinarily a 15 days' notice would be necessary for convening the meeting. A copy of the notice will be sent to the Gram Panchayat.

(c) The Chairperson and in his absence the Vice-Chairperson shall preside over the meetings.

(d) 50% of the members of the VSS / EDC will constitute the quorum for the GB.

At least one third of the members present should be women.

(e) Under special circumstances, a special meeting of the VSS/EDC can be convened provided at least one third of the members agree to convene such a meeting and make such a request to the Chairperson in writing. Where the Chairperson does not convene the meeting, the Secretary shall convene the GB meeting with the approval of the Vice-Chairperson. In all such cases, a 3 days' notice would be necessary indicating the purpose of the said meeting. The decision in such meeting shall be taken by a minimum of 2/3rd members of VSS / EDC.

(f) The Secretary shall record the proceedings and get them approved by Chairperson. A copy of the proceedings would be either pasted in a register or preserved in a guard file. A copy of the Resolution will be forwarded to the Forest Range Office and the Gram Panchayat under the signature of the Secretary.

(g) The Executive Committee shall be elected by GB at least one month before expiry of its tenure.

### **(ii) Executive Committee (EC)**

(a) EC would meet as often as possible and necessary, but not less than once in two months.

(b) The meeting will be presided over by the Chairperson and in his absence by the Vice- Chairperson.

- (c) The quorum for any meeting of the EC shall be 50% of its membership, out of which at least one-third shall be women.

#### **6. Duties and responsibilities of VSS / EDC:**

(i) The members of the VSS / EDC shall individually and collectively protect the forest, wildlife and biodiversity.

(ii) The VSS / EDC shall put in necessary efforts so that adjoining catchments area, water resources and other ecologically sensitive areas are protected.

(iii) The VSS/ EDC shall place adequate emphasis on plantation of indigenous medicinal and NTFP species in the forests as well as outside the forest area adjoining the village.

(iv) The VSS / EDC shall ensure that the decisions taken in the Palli Sabha to regulate access to community forest resources and stop any activity which adversely affects the wildlife, forests and the biodiversity, are complied with.

(v) The General Body of the VSS /EDC shall have the powers to remove and/or substitute any elected member of the EC by a two third majority of the members if the concerned member does not discharge his/her duties satisfactorily.

#### **7. Duties and responsibilities of the Executive Committee (EC):**

(i) The EC shall carry out the day-to-day business of the VSS / EDC as per provisions of the Resolution. The EC shall prepare the Micro Plan and Annual Work Plan for the assigned forest area and integrate other developmental activities outside the forest area associated with the forest based livelihood system and get it approved by the VSS / EDC after technical scrutiny by the Forest Range Officer concerned. The EC shall be responsible for managing and implementing the Micro Plan and Annual Plan and other decisions of the General Body of VSS / EDC.

(ii) The EC shall be responsible for protection of the forests assigned to the VSS / EDC and extend their assistance to the Forest Department for apprehending the offenders who commit forest offences. If the members of the VSS / EDC play a significant role in detection of forest offence and seizure of the forest produce within their village limits, they will be entitled for a fixed percentage of the value of the forest produce (except in case of WL Trophies) so seized as per procedure laid down in Para. - 11(iii).

(iii) The EC in consultation with the GB shall evolve methodology on all issues relating to membership, conflict resolution, prevention of encroachment, exercise of customary rights and use of the permissible forest resources such as NTFP including Bamboo.

(iv) The EC shall be responsible to account for and manage the funds and other resources received from the Government, other agencies and funds internally generated, if any. For this purpose a joint account called VSS account/EDC account shall be opened in any commercial, rural or Co-operative Bank recognised by the RBI or in any post office, which shall be operated, jointly by the Secretary and the Treasurer of the VSS / EDC. Utilisation Certificate relating to the expenditure incurred shall be jointly signed by the Chairperson and the Secretary and submitted to the authorities concerned.

(v) The EC shall be responsible for managing funds received by VSS / EDC by maintaining and operating VSS / EDC account as per the procedure detailed in Annexure A.

(vi) The EC shall try to establish marketing linkage for various NTFP items and other micro-enterprise products for securing better returns for the members. The Forest Department will provide necessary support in this regard.

(vii) Annual account of VSS / EDC shall be placed before the GB for its approval.

#### **8. Role of Palli Sabha:**

As per the 73rd Amendment of the Constitution, certain powers and responsibilities have been vested on the PRIs. Therefore it is necessary to define the relationship between village level institution like VSS / EDC and the PRI and establish a linkage with the Palli Sabha.

(i) Regarding protection and conservation of forest, wildlife and environment, the EC shall work as a Sub-Committee of Palli Sabha.

(ii) If the work of the EC of any VSS / EDC is found to be detrimental to forest conservation and against the larger and long term interests of the people, the VSS / EDC may recommend for dissolving and reconstituting the EC. The Palli Sabha, on receipt of such recommendation may enquire into the matter and forward its findings to the Divisional Forest Officer for necessary action. The Divisional Forest Officer, after examining the merit will dissolve the EC and advise the GB of VSS / EDC for its reconstitution. Such dissolution will be formally placed by the DFO before the District Level Steering Committee in its next meeting for information.

#### **9. Role of the Forest Department:**

(i) To register the VSS / EDCs and maintain close liaison with them.

(ii) To support the VSS / EDCs in identifying and apprehending the forest offender(s).

(iii) To take action as per law in cases where VSS / EDC members have handed over the offender(s) and forest produce involved in the offence.

(iv) To assist in capacity building of VSS / EDC members on different aspects of forest management, planning, silviculture, nursery technology, forest laws, accounting, book keeping, micro-enterprise development, value addition and processing of NTFPs etc.

(v) To provide technical help to the VSS / EDCs in preparation and implementation of the Micro plan/ annual work programme.

(vi) To invite suggestion from the VSS / EDCs while preparing the Working Plan / Management Plan of the concerned Forest Area / Protected Area.

(vii) To sign Memorandum of Understanding with the VSS / EDCs and ensure sharing of benefit as per norms in vogue.

(viii) To establish co-ordination with other departments/agencies for successful implementation of the micro plans and related area development programmes.

(ix) To facilitate the process of discharging the duties and resolving the conflicts by the ECs.

#### **10. Micro Plan:**

(i) After constitution of the EC, as soon as possible, a Micro Plan shall be prepared by the members of the Committee through a participatory process involving VSS Members and with the technical input provided by the field officers of the Forest Department.

(ii) The Micro Plan shall be prepared for conservation and sustainable management of the assigned forests while integrating other developmental activities outside the forest area associated with the forest based livelihood system, with participation and involvement of line departments, wherever necessary.

(iii) The Micro Plan will primarily prescribe afforestation with priority for plantation of indigenous medicinal and NTFP species, soil and moisture conservation measures and activities to be undertaken for livelihood support of the forest dependent communities. It may also incorporate formation of SHGs and micro-enterprises that could be undertaken based on locally available resources and may include activities such as:- eco-tourism, farm forestry, Agro forestry, Silvi-pasture development, promotion of fuel-efficient devices, animal husbandry, pisciculture, bee keeping, mushroom cultivation, tassar/lac cultivation etc.

(iv) The Micro Plan shall indicate the choice of species in different plantation schemes and models. It shall contain a detailed silvicultural operations plan, which shall be consistent with the prescriptions of the overall working plan covering the area or the Wildlife Management Plan of the Protected Area.

(v) The Micro Plan so prepared shall be in consonance with the existing laws of the land.

(vi) The Micro Plan shall also detail out the various NTFP items that can be collected. This shall be done with due regard to the carrying capacity, productivity and biodiversity of the local eco-system.

(vii) The draft Micro Plan prepared by the EC, will be scrutinized by the Forest Range Officer from the technical, financial and legal point of view. After that the same shall be placed before the GB for deliberation and approval.

#### **11. Usufruct sharing:**

(i) The VSS / EDC shall be entitled to the usufructuary benefits from the assigned forests as under:—

- (a) Usufructs like fallen leaves, fodder grasses, thatch grass, broom grass, fencing materials, brushwood, fallen lops, tops and twigs to be used as fuel shall be available to the members free of cost.
- (b) All intermediate yields in the shape of small wood, poles, firewood etc as may be obtained as a result of silvicultural operations and bamboo harvested in VSS / EDC assigned area shall be made available to the VSS / EDC members in a manner as may be decided by EC. If sold at a price, the funds so obtained shall be deposited in the VSS / EDC account.
- (c) In case of Kendu leaves and specified forest produce other than bamboo, if any, the VSS will have the right to collect the same from the assigned forest but these items will be disposed of as per the prevailing provisions of Government and practices.
- (d) While maintaining the forest cover in perpetuity, if any major harvest or final felling occurs in the assigned forest, the same shall be taken up by the forest department as per the prescription of the working plan/ duly approved micro plan. In case of natural calamities, harvesting of wind-fallen trees shall be treated as final harvest. Priority will be given to the members of the VSS /EDC for salvaging and harvesting work. Valuation of the produce so obtained shall be done and information shared with the VSS /EDC and the produce will be sold / disposed of by the forest department or by agents of the forest department. The VSS / EDC will receive 50% share of the sale price after deduction of proportionate harvesting cost and this will be deposited in the "VSS account". The VSS may also opt for 50% of the forest produce so

harvested if it is for their *bonafide* domestic use and they agree to pay the proportionate cost of harvesting.

(e) In case of village woodlots created and maintained by the VSS / EDC on non forest land, all usufructs including interim and rotational harvests shall go to the VSS / EDC.

(f) In the event of a natural calamity occurring in the village there may be a demand for house building materials and other forest produce from the assigned forest. In such cases, the VSS / EDC may go for harvesting the required quantity of timber or other forest produce as a deviation to the Micro Plan, with due approval of the Divisional Forest Officer concerned.

(ii) The EC shall be responsible for the distribution of the usufructuary benefits equitably among the members of the VSS. Need of the group or community, who do not have any livelihood support other than depending on the forests, should be specially considered.

(iii) In cases where member/ a group of members of the VSS /EDC play a major role in the collection of intelligence, detection and seizure of illegal forest produce in transit the concerned VSS/EDC shall be entitled to the prescribed percentage of the sale price of the forest produce as per Rule 4 (3) of the Orissa Rewards for Detection of Forest Offences Rules, 2004. Such amount shall be deposited by the DFO in the "VSS account/EDC account" after disposal of the seized produce following due procedure of law.

## **12. Transit of harvested forest product:**

All forest produce requiring permits for transit as per provisions of Orissa Timber and Other Produce Transit Rules, 1980 shall be removed from the assigned forest area in accordance with a permit to be issued jointly by the President and the Secretary in the prescribed format (Form-4). The permit shall be valid only within the limits of the area to which the VSS members belong. A record will be maintained to this effect by the VSS / EDC and the Secretary will keep the local Forest Range Officer informed of the same on a quarterly basis. In case of transportation outside the above limit, the permit will be issued by the competent forest officer on receipt of application from VSS / EDC.

## **13. Conflict Resolution:**

(i) In case of intra village conflict in matters of implementation of Joint Forest Management, the Executive Committee of the VSS/ EDC shall endeavour to amicably resolve the conflict. If it fails to resolve the conflict, it shall bring the same to the notice of the Palli Sabha and try to sort out the issue. If the conflict still remains, the same would be

referred to the Sub Divisional Level Steering Committee formed in the line of the SDLC under FRA, 2006 and their decisions would be final.

(ii) In case of inter village conflict; the same would be referred to the Sub Divisional Level Steering Committee and their decisions would be final.

**14. Memorandum of Understanding (MoU):**

(i) To ensure smooth working relationship between the Forest Department and the VSS /EDC and also to bring in a sense of ownership, empowerment and accountability a MoU shall be signed between the FD and VSS / EDC delineating the duties and responsibilities of the parties concerned.

(ii) The Chairperson of the VSS will sign the MoU on behalf of the VSS while the Range Officer concerned will sign the same on behalf of Forest Department. Other members at the EC will also be signatory to the MoU as witness while the concerned local forest officials such as:— the Forester and Forest Guard will sign the MoU as witness.

(iii) The MoU shall be in the prescribed form (Form-5).

**15. Steering Committee:**

(i) There shall be Steering Committees at the Sub Division Level, District Level and at the State Level.

(ii) Sub Division Level Steering Committee (SDLC): This committee shall comprise of the following members:—

(a) Sub Collector	:	Chairperson
(b) Assistant Conservator of Forests	:	Member Convener
(c) An Officer of the Tribal Welfare Department <i>in-charge</i> of the Sub-Division	:	Member
(d) Sub Divisional Police Officer (SDPO)	:	Member
(e) Forest Ranger concerned	:	Member
(f) Tahashildar concerned	:	Member
(g) Chairperson of the Panchayat Samiti concerned	:	Member
(h) Zilla Parishad member	:	Member
(i) Two Chairpersons/Vice-Chairpersons of VSS/EDC (to be nominated by the DFO)	:	Member

(iii) The SDLC will be responsible to resolve all cases of intra village and inter village conflicts as referred to them in regards to smooth functioning of VSS / EDC.



(iv) The SDLC will meet at least once in every quarter and shall facilitate functioning of the VSS / EDC and provide necessary support and guidance to them.

(v) The SDLC will facilitate the VSS / EDC for protection and sustainable management of forests, forest based livelihood and holistic development of the villages.

(vi) The SDLC may invite the representatives of the committees concerned and other such peoples' representatives, reputed persons / organizations working in the field of forest management to their meetings as per requirement.

(vii) District Level Steering Committee (DLSC): This committee shall comprise of the following members:—

(a) District Collector	:	Chairperson
(b) Divisional Forest Officers (Territorial and Wildlife)	:	Member
(c) ADM dealing with land matters	:	Member
(d) Deputy Director (Agriculture)	:	Member
(e) Chief District Veterinary Officer	:	Member
(f) PD, DRDA	:	Member
(g) PA, ITDA	:	Member
(h) District Welfare Officer	:	Member
(i) Deputy Director Horticulture	:	Member
(j) Soil Conservation Officer	:	Member
(k) 5 VSS (Chairperson/ Vice-Chairperson (at least 2 women) (to be nominated by the DFO)	:	Member

(viii) The DFO concerned having the jurisdiction over the district headquarters will be the Member Convener of the meetings of DLSC.

(ix) The tenure of the non-official members will be three years.

(x) The DLSC may co-opt NGOs or other experts as members with credibility and experience of working on forest related issues.

(xi) The DLSC will meet at least once in six months and shall facilitate functioning of the VSS / EDC and provide necessary support and guidance to them.

(xii) The DLSC will oversee protection and sustainable management of forests, forest based livelihood and holistic development of the villages.

(xiii) State Level Steering Committee (SLSC): The constitution of the State Level Steering Committee shall be as under:—

- |  |                    |
|--|--------------------|
| 1. Minister (Forest)   | : Chairperson      |
| 2. Chief Secretary   | : Vice-Chairperson |
| 3. Principal Secretary, F & E Department   | : Member           |
| 4. Principal CCF (O)   | : Member           |
| 5. PCCF (WL)   | : Member           |
| 6. 2 D.F.Os./One RCCF from field to be<br>nominated by PCCF (O) on rotation basis                        | : Member           |
| 7. Secretary, Revenue Department   | : Member           |
| 8. Secretary, Rural Development Department   | : Member           |
| 9. Secretary, Home Department  | : Member           |
| 10. Secretary, PR Department   | : Member           |
| 11. Secretary, SC & ST Department  | : Member           |
| 12. Chief Conservator of Forests (Central)   | : Member           |
| 13. Director, Orissa Watershed<br>Development Mission  | : Member           |
| 14. Two representatives of<br>Civil Society Organisations / Experts<br>to be nominated by F&E Department | : Member           |
| 15. Special Secretary, F& E Department   | : Member           |
| 16. Chairpersons of two VSS / EDC<br>to be nominated by the PCCF (O)                                     | : Member           |
| 17. CCF (Plan, Programme & Afforestation),<br>Office of PCCF, Orissa                                     | : Member-Convener  |

(xiv) The non-official members of the State Level Steering Committee will have tenure of three years.

(xv) The Committee shall meet at least once in a year to guide the process of participatory forest management.

(xvi) Changes in the Resolution, if any shall be placed before the SLSC for approval and recommendation to Government.

**16. Repeal and Savings:**

This supersedes Forest & Environment Department Resolution No.17454-1F-Affn.17/2008/F&E., dated the 22nd October, 2008. However, all VSSs already formed under provisions of Forest & Environment Department Resolutions made earlier will be treated as VSS formed under this Resolution.

**ORDER**

Ordered that the Resolution be published in the Extraordinary issue of the *Orissa Gazette*.

By order of the Governor

AUROBINDO BEHERA  
Principal Secretary to Government

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**VSS / EDC Account and Procedure of Accounting**

- (i) The Executive Committee (EC) of the VSS / EDC shall be responsible to account for and manage the funds and other resources received from the Government, other agencies and funds internally generated, if any. For this purpose a joint account called VSS account/EDC account shall be opened in any commercial, rural or Co-operative Bank recognised by the RBI or in any post office, which shall be operated, jointly by the Secretary and the Treasurer of the VSS / EDC. The account will be opened in the style of "(village name/any other prefix) VSS / EDC Account". All money received by the VSS / EDC either in cash or instrument shall be deposited into the account before it is used for any purpose.
- (ii) Any withdrawal from the VSS / EDC account can be done only after a specific resolution of the EC in this regard.
- (iii) The funds deposited into the VSS / EDC account shall be utilised towards the conservation, development and management of forest, development of the village or for any other purpose ancillary to the implementation of the Micro Plan.
- (iv) In case the EC decides to spend the money from the "VSS Account/EDC account" for any other purpose it shall seek the approval of the General Body of the VSS / EDC.
- (v) In case of detection of any financial irregularity the General Body may pass a resolution and freeze the VSS / EDC account for a specific period and refer the matter to the Palli Sabha. The Palli Sabha may conduct necessary enquiry and may take required action.
- (vi) The Secretary shall be fully responsible for up keeping the Monthly account and maintenance of the Cash Book of the VSS / EDC. The local Forest Officials will provide guidance to the EC, whenever necessary to maintain the account in proper form.
- (vii) A quarterly work programme may be drawn up by the EC and implemented subject to availability of funds for the purpose. Funds will be withdrawn accordingly from the VSS / EDC Account.

- (viii) All vouchers will be passed by the EC and jointly signed by the Secretary and the Treasurer and shall be retained at the VSS / EDC level. The Secretary will prepare the monthly cash account along with an abstract of receipt and expenditure by the 10th of the following month to be approved by the EC.
- (ix) Annual receipt and expenditure of the VSS / EDC shall be audited by an auditor to be appointed by the General Body of the VSS / EDC. The annual statement of receipt and expenditure of the VSS / EDC account shall be placed before the GB for its approval. Whenever funds provided by Govt. are utilized, the audited and approved abstract of annual receipt and expenditure shall be communicated by the EC to the concerned RO and DFO for record.
- (x) Utilisation Certificate relating to the expenditure incurred out of funds received from Government or any other external agency shall be prepared by the Treasurer and jointly signed by the Chairperson and the Secretary and submitted to the authorities concerned.

## Form -1

## RESOLUTION

We the following villagers of \_\_\_\_\_ villages (s), hereby resolve to have formed / reconstituted a Vana Surakshya Samiti (VSS) / Eco Development Committee (EDC) for the protection and management of the part/whole of \_\_\_\_\_ forest in accordance with the provisions of Para 3 i of the Orissa Joint Forest Management Resolution, 2011. The details of the area are as follows:—

1. Name of Committee:
2. Village:
3. Gram Panchayat:
4. C.D. Block:
5. Police Station:
6. Forest Beat:
7. Forest Section:
8. Forest Range:
9. Total Members (list of members enclosed):
  - (i) No. of S.T. member \_\_\_\_\_
  - (ii) No. of S.C. member \_\_\_\_\_
  - (iii) No. of Women members \_\_\_\_\_
10. Forest areas protected and managed \_\_\_\_\_ ha.
11. Name of the Forest Block \_\_\_\_\_
12. Comp. No. \_\_\_\_\_

## NAME OF VILLAGERS

## SINGATURE

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Form – 2****OFFICE OF THE FOREST RANGE OFFICER \_\_\_\_\_ RANGE**

Memo No. \_\_\_\_\_ Date \_\_\_\_\_

**FORMATION OF VSS / EDC**

The villagers of \_\_\_\_\_ village (s) have formed / reconstituted the Vana Surakshya Samiti / Eco Development Committee (EDC) as per the provision of Para 3 i of the Orissa Joint Forest Management Resolution, 2011 for the protection and management of the part/whole of \_\_\_\_\_ forest. The details of the area are as follows:—

1. Name of Committee:
2. Village:
3. Gram Panchayat:
4. C.D. Block:
5. Police Station:
6. Forest Beat:
7. Forest Section:
8. Forest Range:
9. Total Members (list of members enclosed):
  - (i) No. of S.T. member \_\_\_\_\_
  - (ii) No. of S.C. member \_\_\_\_\_
  - (iii) No. of Women members \_\_\_\_\_
10. Forest areas proposed to be protected and managed \_\_\_\_\_ ha.
11. Name of the Forest Block \_\_\_\_\_
12. Comp. No. \_\_\_\_\_

The Resolution of the Palli Sabha of the village of \_\_\_\_\_ village(s) is forwarded herewith for registration of the VSS / EDC in accordance with the provision of Para 9 i of the Orissa Joint Forest Management Resolution, 2011.

Signature of Forest Range Officer

**Form – 3****OFFICE OF THE DIVISIONAL FOREST OFFICER \_\_\_\_\_ DIVISION****OFFICE ORDER NO. \_\_\_\_\_ Date \_\_\_\_\_**

In accordance with the provision of Para 9 i of the Orissa Joint Forest Management Resolution, 2011, the \_\_\_\_\_ Vana Surakshya Samiti / Eco Development Committee is here by registered in this office vide Registration No. \_\_\_\_\_

Forest Area Schedule:

Extent of Forest Area:           ha

Description of Location:

**DIVISIONAL FOREST OFFICER \_\_\_\_\_  
FOREST DIVISION**

**OFFICE OF THE DIVISIONAL FOREST OFFICER \_\_\_\_\_ DIVISION**

Memo No. \_\_\_\_\_ Date \_\_\_\_\_

Copy forwarded to Forest Range Officer \_\_\_\_\_ Range for information and necessary action. He is instructed to demarcate the forest area as per above schedule and depict the area in the topo sheet (1:50000 scale). A copy of the map should be available with the VSS / EDC,       and in the Range Office. Another copy of the map should be submitted to this office for record.

Copy forward to Sarpanch, \_\_\_\_\_ Gram Panchayat for information and necessary action.

**DIVISIONAL FOREST OFFICER \_\_\_\_\_  
FOREST DIVISION**



**Form – 4**

**PERMIT UNDER THE ORISSA JOINT FOREST MANAGEMENT  
RESOLUTION – 2011**

- Name of the assigned Forests \_\_\_\_\_
- Description of Forest produce \_\_\_\_\_ Quantity \_\_\_\_\_
- Source of Procurement of the forest produce \_\_\_\_\_
- Name of the VSS / EDC Member \_\_\_\_\_

Date of issue:

Destination:

Valid up to:

Signature of the President

Signature of the Secretary

\_\_\_\_\_ VSS / EDC

\_\_\_\_\_ VSS / EDC

## Form -5

**MEMORANDUM OF UNDERSTANDING**

1. We the members of the Executive Committee of the Vana Surakshya Samiti /Eco Development Committee of \_\_\_\_\_ village and the Officials of \_\_\_\_\_ Forest Range under \_\_\_\_\_ Forest Division have come together to collaborate and perform the duties and shoulder the responsibilities as detailed in the Orissa Joint Forest Management Resolution, 2011, for protection, and sustainable management of the forest areas as per the schedule given hereunder.

- i. Name of the VSS / EDC
- ii. Registration N.
- iii. District \_\_\_\_\_
- iv. Forest Division \_\_\_\_\_
- v. Forest Range:
- vi. Section :
- vii. Beat:
- viii. Police Station :
- ix. Village:
- x. Name of the assigned Forest Block:
- xi. Legal status of the Forest area:
- xii. Area (Ha) of the assigned forest:
- xiii. Boundaries of the area:

North	East
South	West

2. It is hereby agreed by and between us to abide by the provisions of JFM Resolution, 2011.
3. We undertake to function in consonance with the existing laws of the land.
4. A copy of the aforesaid Resolution is annexed herewith duly signed by us on every page in proof/evidence of our having read/understood the same in letter and spirit. It is hereby agreed that this MoU will come into effect from \_\_\_\_\_.

Signature of the Chairperson  
\_\_\_\_\_ VSS / EDC

Signature of R.O.

Range:

Division:

Witnesses:

Witnesses:

- 1.
- 2.
- 3.

- 1.
- 2.
- 3.

BHUBANESWAR  
02 JUN 2015  
RECEIVED NO. 14793 G

1/2  
7  
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PCCF  
Sachin  
3-6-15

No. 22562600092015

Government of Odisha  
Forest and Environment Department

RESOLUTION  
NO 9182/F&E.

Bhubaneswar, dated 01-06-15

Sub.: Amendment to Joint Forest Management Resolution, 2011

The Provisions laid down in the clause (i) and (iii) of the para- 4 and clause (vi) of the ANNEXURE-A of the Joint Forest Management Resolution, 2011 issued vide this Department Resolution No. 16524/F&E, dated 09.09.2011 are substituted as under.

4. (i) The Palli Sabha shall elect the Chairperson, the Vice-Chairperson, the Treasurer and a minimum of other 11(eleven) members with Local Forest Guard/ Local Forester (~~Ex officio member~~) as Secretary and other Ex- officio member such as concerned Ward member(s) to constitute the Executive Committee. At least 50% of the members of the EC shall be women. The number of SC & ST members in the Executive Body shall be in proportion to their membership in VSS/EDC. There should also be representation from the group of community, who do not have any livelihood support other than depending on the forests.

4. (iii) The composition of the EC shall be as follows.

- |   |   |                      |
|---|---|----------------------|
| 1. Chairperson                                      | : | Elected Member       |
| 2. Vice-Chairperson                                 | : | Elected Member       |
| 3. Secretary ( Local Forest Guard/Local Forester) : |   | Ex officio Member    |
| 4. Treasurer  | : | Elected Member       |
| 5. Ward Member (s) concerned                        | : | Ex officio-Member(s) |
| 6. Members  | : | Elected Members      |

ANNEXURE-A

VSS/EDC Account and Procedure of Accounting :

(vi) The Secretary shall be fully responsible for up keeping the Monthly account and maintenance of the Case Book of the VSS/EDC.

By order of the Governor  
U.N. Behera,  
Additional Chief Secretary

PPA  
2/15/1  
PCCP

GOVERNMENT OF ODISHA  
FOREST & ENVIRONMENT DEPARTMENT

\*\*\*\*\*  
RESOLUTION

Secy P. W. J. D. P. A. R. S. for n  
19-1  
Received No. 351 G  
Sec.

No. FE-PLANT-PLANT-0009-2015-286 (PLANTATION) /F&E, Bhubaneswar, Dated- 4.1.19

**Sub: Amendment to Joint Forest Management Resolution, 2011.**

In continuation of this Department Resolution Number-1F-Affn-17/2011-16524/F&E, Dated 09.09.2011, there shall be constituted a "Range Level VSS & EDC Forum" with the following members, role and responsibilities.

**15(xvii) The forum shall comprise of the following members:**

1. Range officer : Chairperson
2. Forester posted : Member Convener  
at Range Hqrs.
3. Chairpersons of each VSS : Member  
(in absence of Chairperson Vice- chairperson of the concerned VSS shall attend as member)
4. One additional member from each VSS who takes active interest in forest protection and development activities : Member
5. All Section Foresters and all Beat Forest Guards posted in the Range : Members
6. One active NGO or any person having deep interest & knowledge on community and working in the area, may be nominated by the DFO on the basis of recommendation of the concerned Range Officers on rotation basis for 3 year period at a time to attend the meetings as members.

**15(xviii) Role and Responsibilities of the Forum:**

- (a) To review the progress of functioning of VSS/EDC
- (b) To guide and provide necessary support to VSS/EDC
- (c) To maintain record of suggestions/ grievances received from VSS/EDC members on different aspects of forest management and other development works
- (d) To discuss and materialize the issues / confusion if any with respect to JFM policy, FRA, etc.
- (e) To prepare a compliance report for sending the same to DFO so as to place the same before the meeting of Sub Divisional Level Steering Committee,
- (f) To assist in capacity building of VSS/EDC members relating to forest as well as village development,
- (g) To identify the cases of conflict and resolve these cases for smooth functioning of VSS/EDC, and
- (h) To ensure effective coordination among VSS/EDC in the Range & ensure their effective functioning

**15(xix) The forum shall meet atleast once in a month & keep a record of attendance of members present and decisions taken in the meeting**

ORDER

Orders that the Resolution be published in the Extraordinary issue of the Odisha Gazette.

PPA

By Order of the Governor

S.C. Mahapatra  
Additional Chief Secretary to Government  
Forest & Environment Department

Memo no. 287 /dated, 4.1.19

Copy forwarded to the Director, Printing, Stationery and Publications, Odisha, Cuttack with a request to publish the resolution in the next issue of Odisha Gazette and supply 100 copies to this Department.

(R) 3/1/19

Additional Secretary to Government

Memo No. 288 /dated 4.1.19

Copy forwarded to the Commissioner-cum-Secretary to Governor, Odisha / Principal Secretary to Chief Minister, Odisha / Private Secretaries to all Hon'ble Ministers, Odisha for information and necessary action

(R) 3/1/19

Additional Secretary to Government

Memo No. 289 /dated 4.1.19

Copy forwarded to all Departments of Government / Accountant General (A&E), Odisha, Bhubaneswar for information and necessary action.

(R) 3/1/19

Additional Secretary to Government

Memo No. 290 /dated 4.1.19

Copy forwarded to the Principal Chief Conservator of Forests, Odisha / Principal Chief Conservator of Forests (WL) & Chief Wildlife Warden, Odisha / Principal Chief Conservator of Forests (KL) / Project Director, OFSDP, Ghatikia, Bhubaneswar / Managing Director, OFDC Ltd., Bhubaneswar / Managing Director, TDCC, Bhubaneswar / Project Director, OTELP, Bhubaneswar / Project Director, Western Odisha Livelihood Project / Director, Odisha Watershed Development Mission, Bhubaneswar / All Regional Chief Conservator of Forests, Odisha / All Chief Conservator of Forests, Office of the PCCF, Odisha / Chief Conservator of Forests, Wildlife, Office of the PCCF (WL), Odisha / All conservators of Forests / All RCCFs / All Divisional Forest Officers (T & WL) / All Deputy Conservators of Forests, Office of the PCCF, Odisha for their information and necessary action

(R) 3/1/19

Additional Secretary to Government

Memo No. 291 /dated 4.1.19

Copy forwarded to the RDC (CD), Cuttack / RDC (ND), Sambalpur / RDC (SD), Berhampur / All Collectors for their information and necessary action

(R) 3/1/19

Additional Secretary to Government

Memo No. 292 /dated 4.1.19

Copy forwarded to the Private Secretaries to Hon'ble Chief Minister / Chief Secretary / Development Commissioner-cum-ACS/Agriculture Production Commissioner / Secretaries, Finance, Home Department / Agriculture Department / Revenue & Disaster Management Deptment / Rural Development Department / ST & SC Development Department / Special Secretary, Forest & Environment Department / Special Secretary, P&C Department for favour of information of Hon'ble Chief Minister / Chief Secretary / Development Commissioner-cum-ACS/Agriculture Production Commissioner/ Secretaries, Finance, Home Deptt / Agriculture Deptt / Revenue & Disaster Management Deptt / Rural Development Deptt / ST & SC Development Deptt / Special Secretary, F&E Deptt / Special Secretary, P&C Deptt. for their information and necessary action

(R) 3/1/19

Additional Secretary to Government

Memo No. 293 /dated 4.1.19

Copy forwarded to Guard File, Plantation & Regeneration Section of F&E Department action

(R) 3/1/19

Additional Secretary to Government

**QUARTERLY PROGRESS REPORT ON JOINT FOREST MANAGEMENT FOR THE YEAR 2019-20 (QUARTER ENDING MARCH, 2019)**

Sl. No.	Name of the Divn.	Name of the District	No. of VSS formed		Total	Revenue Village	Forest area Brought under JFM through VSS			Break up of cumulative forest area under JFM as shown in Col.10 & 14				No. of families covered under JFM			Total no. of families	No. of EDC formed in Sanctuary and National park area
			Till previous quarter	During the quarter			Till previous quarter	During the quarter	Total in Ha.	RF (in Ha.)	PRF/DPF (in Ha.)	Other forest land (in Ha.)	Total in Ha.	SC (in no.)	ST (in No.)	Gen. (in No.)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Angul	Angul	354	0	354	324	48573.34	0	48573.34	30816.84	10427.50	7329.01	48573.34	10363	7562	34027	51952	
2	Athmallik	Angul	170	0	170	170	13121.19	0	13121.19	3358.68	9762.51	0.00	13121.19	1176	2847	8052	12075	
3	Dhenkanal	Dhenkanal	349	0	349	279	42503.34	0	42503.34	37171.30	280.00	5052.04	42503.34	10861	9830	31664	52355	
4	Athgarh	Cuttack	161	0	161	186	16210.92	0	16210.92	12216.95	997.00	2996.97	16210.92	2673	2853	13081	18607	
5	Cuttack	Cuttack	13	0	13	12	965.00	0	965.00	150.00	815.00	0.00	965.00	101	1536	363	2000	
	Cuttack	Jajpur	58	0	58	58	5672.96	0	5672.96	436.00	4873.05	363.91	5672.96	2383	4435	4385	11203	
	Cuttack	Jagatsinghpur	3	0	3	3	100.00	0	100.00	0.00	100.00	0.00	100.00	280	10	810	1100	
	Cuttack	Kendrapara	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0	0	0	
6	Satkosia WL	Angul	23	0	23	20	653.00	0	653.00	0.00	0.00	653.00	653.00	1584	1398	1156	4138	
	Satkosia WL	Angul	0	0	0	24	842.00	0	842.00	0.00	16.00	826.00	842.00	0	0	0	0	27
	Satkosia WL	Cuttack	0	0	0	10	328.00	0	328.00	0.00	0.00	328.00	328.00	0	0	0	0	10
7	Mahanadi wl	Angul	0	0	0	17	1290.00	0	1290.00	1290.00	0.00	0.00	1290.00	0	0	0	0	17
8	Baripada	Mayurbhanj	366	0	366	366	35013.85	0	35013.85	30330.15	1560.70	3123.00	35013.85	6766	28973	23170	58909	47
	Baripada	Mayurbhanj	63	0	63	63	7483.53	0	7483.53	6702.53	781.00	0.00	7483.53				0	0
9	Karanjia	Mayurbhanj	195	0	195	195	16298.20	0	16298.20	13428.20	2870.00	0.00	16298.20	11932	52473	20852	85257	55
10	Rairangpur	Mayurbhanj	202	0	202	222	23015.28	0	23015.28	15389.28	5672.00	1954.00	23015.28	836	7247	2622	10705	66
	Rairangpur (VFPC)	Mayurbhanj	53	0	53	74	6932.99	0	6932.99	4676.00	985.99	1271.00	6932.99	352	2221	287	2860	0
11	Balasore WL	Balasore	156	0	156	253	10535.68	0	10535.68	4544.48	5681.20	310.00	10535.68	5677	8361	16647	30685	12
12	STR	Mayurbhanj	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
13	Keonjhar WL	Keonjhar	132	0	132	120	15822.00	0	15822.00	12388.00	813.00	2621.00	15822.00	9556	58250	25880	93686	11
14	Khurda	Khurda	59	0	59	76	8414.57	0	8414.57	3375.48	4919.09	120.00	8414.57	1041	961	7244	9246	
	Khurda	Nayagarh	38	0	38	70	6475.00	0	6475.00	6075.00	0.00	400.00	6475.00	540	496	4239	5275	
	Khurda	Puri	7	0	7	4	305.51	0	305.51	0.00	280.51	25.00	305.51	228	0	773	1001	
	Khurda	Cuttack	5	0	5	5	405.00	0	405.00	0.00	405.00	0.00	405.00	25	203	659	887	
15	Nayagarh	Nayagarh	326	0	326	334	33016.28	0	33016.28	28225.81	2564.56	2225.91	33016.28	6908	4369	49483	60760	1
16	City Forest	Khurda	2	0	2	2	80.00	0	80.00	80.00	0.00	0.00	80.00	10	123	0	133	
	City Forest	Cuttack	7	0	7	7	138.00	0	138.00	0.00	82.00	56.00	138.00	449	35	1089	1573	
17	Puri WL	Puri	38	0	38	38	380.36	0	380.36	0.00	178.10	202.26	380.36	1971	1	5762	7734	0
	Puri WL	Puri	0	0	0	46	7174.62	0	7174.62	1381.74	5792.88	0.00	7174.62	1678	0	6478	8156	29
18	Chilika WL	Puri	15	1	16	22	1275.28	30	1305.28	0.00	1275.28	30.00	1305.28	247	0	2434	2681	0
	Chilika WL	Ganjam	5	0	5	5	252.07	0	252.07	0.00	252.07	0.00	252.07	340	0	19	359	0
19	Chandaka WL	Khurda	10	0	10	9	308.00	0	308.00	0.00	0.00	308.00	308.00	175	270	304	749	28

Sl. No.	Name of the Divn.	Name of the District	No. of VSS formed		Total	Revenue Village	Forest area Brought under JFM through VSS			Break up of cumulative forest area under JFM as shown in Col.10 & 14				No. of families covered under JFM			Total no. of families	No. of EDC formed in Sanctuary and National park area
			Till previous quarter	During the quarter			Till previous quarter	During the quarter	Total in Ha.	RF (in Ha.)	PRF/DPF (in Ha.)	Other forest land (in Ha.)	Total in Ha.	SC (in no.)	ST (in No.)	Gen. (in No.)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
19	Chandaka WL	Cuttack	21	0	21	10	1212.00	0	1212.00	0.00	0.00	1212.00	1212.00	373	746	506	1625	
20	Rajnagar WL	K.Pada	12	0	12	9	240.00	0	240.00	0.00	220.00	20.00	240.00	495	141	1159	1795	48
	Rajnagar WL	J.S.Pur	11	0	11	8	417.02	0	417.02	0.00	274.00	143.02	417.02	514	31	795	1340	
21	Bhadrak WL	Bhadrak	46	0	46	46	1631.50	0	1631.50	0.00	0.00	1631.50	1631.50	1510	132	5382	7024	20
22	Subarnapur	Subarnapur	227	0	227	227	16044.98	0	16044.98	14255.48	710.00	1079.50	16044.98	11487	8811	27230	47528	
23	Bolangir	Bolangir	524	0	524	524	52592.50	0	52592.50	50238.00	0.00	2354.50	52592.50	6661	8293	19875	34829	
24	Kalahandi South	Kalahandi	377	0	377	177	25226.00	0	25226.00	12548.00	9244.00	3434.00	25226.00	14192	32131	21174	67497	12
25	Kalahandi North	Kalahandi	524	5	529	443	39300.52	250	39550.52	27632.16	7512.59	4405.77	39550.52	12644	25849	23549	62042	
26	Khariar	Nuapada	460	0	460	346	34295.25	0	34295.25	86.93	29817.95	4390.37	34295.25	2844	10095	8804	21743	
27	Sunabeda WL	Nuapada	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0	0	0	4
28	Berhampur	Ganjam	185	0	185	185	12860.00	0	12860.00	2780.00	9677.00	403.00	12860.00	14921	8868	23191	46980	0
29	Ghumsur North	Ganjam	223	0	223	223	31597.79	0	31597.79	31561.00	0.00	36.79	31597.79	6748	4342	21442	32532	
30	Ghumsur South	Ganjam	182	11	193	193	21365.00	1100	22465.00	9615.00	7170.00	5680.00	22465.00	2664	2507	14154	19325	
31	Parlakhemundi	Gajapati	617	0	617	600	40261.00	0	40261.00	14389.00	25872.00	0.00	40261.00	3050	25100	2700	30850	4
32	Phulbani	Kandhamal	692	0	692	692	51163.65	0	51163.65	26584.72	5329.86	19249.07	51163.65	2727	5912	905	9544	0
33	Balliguda	Kandhamal	454	0	454	454	38118.164	0	38118.16	12727.58	15879.29	9511.30	38118.16	7673	13050	7005	27728	80
34	Boudh	Boudh	130	0	130	134	11612.16	0	11612.16	6971.00	3025.00	1616.16	11612.16	1118	1879	5927	8924	
35	Jeypore	Koraput	520	0	520	520	34945.42	0	34945.42	11796.48	12537.99	10610.95	34945.42	9326	33376	12616	55318	
36	Koraput	Koraput	760	0	760	760	61712.68	0	61712.68	19516.00	21869.30	20327.39	61712.68	6918	32112	9550	48580	0
37	Rayagada	Rayagada	840	19	859	859	59180.75	1000	60180.75	22547.98	24549.20	13083.56	60180.75	5780	27147	9287	42214	0
38	Nawarangapur	Nawarangapur	328	0	328	337	42740.45	0	42740.45	21827.30	20625.15	288.00	42740.45	7526	41307	11805	60638	
39	Malkangiri	Malkangiri	346	0	346	242	24800.60	0	24800.60	6175.80	9717.80	8907.00	24800.60	3420	25113	3014	31547	0
40	Bonai	Sundargarh	299	0	299	304	23607.288	0	23607.29	8889.38	4231.17	10486.74	23607.29	2935	19451	4122	26508	0
41	Deogarh	Deogarh	314	0	314	314	33790.83	0	33790.83	24636.44	5482.58	3671.81	33790.83	2973	8448	13230	24651	0
	Deogarh	Angul	133	0	133	133	25579.95	0	25579.95	22506.11	703.00	2370.84	25579.95	2123	4234	5657	12014	0
42	Keonjhar	Keonjhar	470	0	470	470	43626.62	0	43626.62	28994.68	7108.61	7523.33	43626.62	12822	44082	20741	77645	0
43	Rourkela	Sundargarh	365	0	365	365	31690.13	0	31690.13	25298.48	1664.00	4727.65	31690.13	2953	14267	2507	19727	0
44	Sundargarh	Sundargarh	335	0	335	335	38814.00	0	38814.00	25226.00	4410.00	9178.00	38814.00	4661	29163	10867	44691	
45	Sambalpur	Sambalpur	222	0	222	209	25601.00	0	25601.00	13486.00	2217.00	9898.00	25601.00	3856	9449	6649	19954	
46	Jharsuguda	Jharsuguda	137	0	137	137	14451.62	0	14451.62	458.42	1903.02	12090.18	14451.62	16894	35750	29836	82480	
47	Rairakhol	Sambalpur	154	0	154	136	14088.78	0	14088.78	3539.00	1944.96	8604.82	14088.78	5644	26797	21109	53550	
48	Bamra WL	Sambalpur	210	0	210	224	23634.77	0	23634.77	2184.15	13470.41	7980.21	23634.77	2493	8609	5428	16530	25
49	Baragarh	Baragarh	254	0	254	254	33999.42	0	33999.42	12295.08	17918.75	3785.59	33999.42	10375	16029	24699	51103	
50	Hirakud WL	Baragarh	0	0	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0	0	0	23
<b>Grand Total (March, 2019)</b>			<b>13182</b>	<b>36</b>	<b>13218</b>	<b>12907</b>	<b>1216824.80</b>	<b>2380</b>	<b>1219204.80</b>	<b>673839.60</b>	<b>326469.06</b>	<b>218896.15</b>	<b>1219204.80</b>	<b>268472</b>	<b>717675</b>	<b>636395</b>	<b>1622542</b>	<b>542</b>

## Annexure -VI B

<b>Forest Circle wise and Forest Division wise Number of VSS/ EDC with assigned Area</b>				
<b>Sl. No.</b>	<b>Name of the Divn.</b>	<b>Total Number of VSS</b>	<b>Total Number of EDC</b>	<b>Total Area in Ha.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Angul Circle</b>				
1	Angul	354		48573.34
2	Athmallik	170		13121.19
3	Dhenkanal	349	23	45540.34
4	Athgarh	161		16210.92
5	Cuttack	74	0	6737.96
6	Satkosia WL	23	37	1823.00
7	Mahanadi wl	0	17	1290.00
<b>Circle Total</b>		<b>1131</b>	<b>77</b>	<b>133296.752</b>
<b>Baripada Circle</b>				
8	Baripada	429	47	42497.38
9	Karanjia	195	55	16298.20
10	Rairangpur	255	66	29948.27
11	Balasore WL	156	12	10535.68
12	STR	0		0.00
13	Keonjhar WL	132	11	15822.00
<b>Circle Total</b>		<b>1167</b>	<b>191</b>	<b>115101.53</b>
<b>Bhubaneswar Circle</b>				
14	Khurda	109	0	15600.08
15	Nayagarh	326	1	33016.28
16	City Forest	9	0	218.00
17	Puri WL	38	29	7554.98
18	Chilika WL	21	0	1557.35
19	Chandaka WL	31	28	1520.00
20	Rajnagar WL	23	48	657.02
21	Bhadrak WL	46	20	1631.50
<b>Circle Total</b>		<b>603</b>	<b>126</b>	<b>61755.21</b>
<b>Bhawanipatna Circle</b>				
22	Subarnapur	227		16044.98
23	Bolangir	524		52592.50
24	Kalahandi South	377	12	25226.00
25	Kalahandi North	529		39550.52
26	Khariar	460		34295.25
27	Sunabeda WL	0	4	0.00
<b>Circle Total</b>		<b>2117</b>	<b>16</b>	<b>167709.25</b>



Sl. No.	Name of the Divn.	Total Number of VSS	Total Number of EDC	Total Area in Ha.
1	2	3	4	5
<b>Berhampur Circle</b>				
28	Berhampur	185		12860.00
29	Ghumsur North	223		31597.79
30	Ghumsur South	193		22465.00
31	Parlakhemundi	617	4	40261.00
32	Phulbani	692		51163.65
33	Balliguda	454	80	38118.16
34	Boudh	130		11612.16
<b>Circle Total</b>		<b>2494</b>	<b>84</b>	<b>208077.768</b>
<b>Koraput Circle</b>				
35	Jeypore	520		34945.42
36	Koraput	760		61712.68
37	Rayagada	859		60180.75
38	Nawarangapur	328		42740.45
39	Malkangiri	346		24800.60
<b>Circle Total</b>		<b>2813</b>	<b>0</b>	<b>224379.9006</b>
<b>Rourkela Circle</b>				
40	Bonai	299		23607.29
41	Deogarh	447	0	59370.77
42	Keonjhar	470		43626.62
43	Rourkela	365		31690.13
44	Sundargarh	335		38814.00
<b>Circle Total</b>		<b>1916</b>	<b>0</b>	<b>197108.8058</b>
<b>Sambalpur Circle</b>				
45	Sambalpur	222		25601.00
46	Jharsuguda	137		14451.62
47	Rairakhol	154		14088.78
48	Bamra WL	210	25	23634.77
49	Baragarh	254		33999.42
50	Hirakud WL	0	23	0.00
<b>Circle Total</b>		<b>977</b>	<b>48</b>	<b>111775.585</b>
<b>Grand Total</b>		<b>13218</b>	<b>542</b>	<b>1219204.801</b>