

Government of Himachal Pradesh, India
Through
Society for Improvement of Forest Ecosystems Management &
Livelihoods in Himachal Pradesh

Invites

Proposals

For

Outsourcing the work on
Cultivation of *Picrorhiza kurrooa* (Kutki) in organized community cluster for
livelihood and commercial production

Under

JICA Assisted

Project for Improvement of Himachal Pradesh Forest Ecosystems
Management & Livelihoods (PIHPFEM&L)

Himachal Pradesh Forest Department (HPFD),
Government of Himachal Pradesh

June 25, 2021

Contents

1. Notice for Invitation for Proposal	3
2. Instructions to Bidders	4
3. Technical Proposal- Sample Forms	8
4. Financial Proposal- Sample Forms	14
5. QCBS-Data Sheet	16
6. Evaluation Criteria/Methodology	19
7. Term of Reference (ToR)	20

1. Notice for Invitation of Proposal

**Himachal Pradesh Forest Department (HPFD),
Government of Himachal Pradesh**

Through

**Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh
for the JICA assisted**

**Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods,
Potters Hill, Shimla, Himachal Pradesh**

Ref. No.JBC-I/2020/JICA/GENERAL....831.

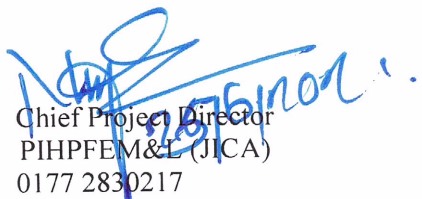
Dated: 25.06.2021

**{Notice for Invitation of Proposal for Cultivation of *Picrorhiza kurrooa* (Kutki) in organized
community cluster for livelihood and commercial production}**

Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh
for JICA assisted **PIHPFEM&L** solicits proposals (Technical & Financial) from competent
Firms/Organizations, specialized in **Cultivation of *Picrorhiza kurrooa* (Kutki) in organized
community cluster for livelihood and commercial production**. Duration of this outsource work is 3
years.

Eligible organizations may submit their Bid Proposal, with supporting documents in the prescribed
formats only. The Bid Proposals should be sent by registered post/courier service, along with Demand
Draft of Rs 1000/- as tender/bidding document fee (non refundable) and Rs. 13000/- (Rupees thirteen
thousand only) in the form of FDR of any nationalized Bank, as Bid Security (refundable), payable to
CPD cum CEO of Society for Improvement of Forest Ecosystems Management & Livelihoods in
Himachal Pradesh, Potters' Hill, Summer Hill, Shimla-5, Himachal Pradesh payable at Shimla, in a
sealed cover, so as to reach this office **on or before 4.00 pm on 26.07.2021**. Proposals received in
formats other than the Prescribed Formats will not be entertained.

The scope of the Services, and other relevant details including prescribed formats, which are required
for submission of the proposals are available on the website: www.hpforest.nic.in as well as
www.jicahpforestryproject.com.


Chief Project Director
PIHPFEM&L (JICA)
0177 2830217

Date: 25.06.2021

2. Instructions to Bidders

2.1 General Instructions

- 2.1.1 The organization (bidder) shall bear all costs associated with the preparation and submission of its proposal and PIHPFEM&L will in no case be responsible or liable for these costs, whether the proposal is finally accepted or not.
- 2.1.2 Proposal validity shall be for 120 days.
- 2.1.3 The organization (bidder) should submit their Bid Proposal, with supporting documents in the prescribed formats only. The Bid Proposals should be sent by registered post/courier service, along with Demand Draft of Rs 1000/- as tender/bidding document fee (non refundable) and Rs. 13000/- (Rupees thirteen thousand only) in the form of FDR of any nationalized Bank, as Bid Security (refundable), payable to CPD cum CEO of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Potters' Hill, Summer Hill, Shimla-5, Himachal Pradesh payable at Shimla.
- 2.1.4 Proposal is to be submitted in a sealed envelope. The documents are to be arranged systematically into Section A (Technical Proposal) and Section B (Financial Proposal). Section A (Technical Proposal), and Section B (Financial Proposal) are to be kept in separate sealed envelopes, which further should be kept inside an outer envelope and sealed as per instructions and formats provided for the purpose. The envelope containing Financial Proposal should be clearly marked, "Financial Proposal; Do not Open with Technical Proposal".
- 2.1.5 All the three envelopes must show the name of the participating firm, address and should be super-scribed as "Cultivation of *Picrorhiza kurrooa* (Kutki) in organized community cluster for livelihood and commercial production under Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)".
- 2.1.6 The Technical Proposals should not include any information related to financial proposal. Such proposals would be summarily rejected. All the inputs, which are part of the Technical Proposal, should be included in arriving at the total Project cost in financial proposal. If not, it will be presumed to have been included.
- 2.1.7 After evaluation of Technical proposals, unsuccessful firms would be intimated and their financial proposals would be returned unopened. Successful bidders would be intimated about date and time of opening of their financial proposals. Their attendance during opening of the financial proposals would be mandatory.
- 2.1.8 The Bid Security of unsuccessful bidders will be returned within 28 days after opening of financial Proposal.
- 2.1.9 The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.
- 2.1.10 Complete offers/bids are to be addressed to Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Near Tagore boys Hostel, Potters Hill, Summer Hill, Shimla, and H.P. Pin 171005.
- 2.1.11 Offers duly filled and accompanying all supporting documents, should reach the above address by Registered Post/ Courier/by Hand by 4 PM on or before 27.07. 2021 after which no Proposals would be accepted.
- 2.1.12 Incomplete, illegible and unsealed Proposals will be considered as unresponsive and summarily rejected. Telegraphic Proposals will not be accepted and no correspondence will be made in this regard.
- 2.1.13 All offers should be made in English. Conditional offers, and offers qualified by such vague and indefinite expression such as "Subject to immediate acceptance" etc. will not be considered.

- 2.1.14 Participating firms shall carefully examine the Proposal documents and the technical specifications and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- 2.1.15 Submitted forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the tender and between unit rates and the total amount, amount quoted in words shall be considered and the decision of the evaluating authority in this regard will be final and binding. Clerical and arithmetical mistakes may result in rejection of the proposal.
- 2.1.16 Chief Project Director, PIHPFEM&L reserves the right to accept or reject any proposal/all the proposals, without assigning any reason thereof

2.2 Particular Instructions:

- 2.2.1 The project areas (High altitude villages nearer to the natural habitat of the species tentatively in villages Chhain Maigal, Ruhai and Bukhras under Gohar Block, Tehsil Chachiot, Distt. Mandi, Himachal Pradesh) are situated in tough hilly/ mountainous terrain. Bidders are requested to get them acquainted with general topography/ terrain conditions of the project area, meticulously go through the scope/ deliverables and correctly assess the project requirements while submitting their offer.
- 2.2.2 The bidding firm would be required to submit, in detail, the approach proposed to be adopted by the firm to manage the entire series of activities which begin with the community orientation, organization, training for cultivation, harvesting and marketing of *Picrorhiza kurroa* (Kutki).

2.3 Modes of Submission of proposal:

The proposal must be submitted in two sections as per prescribed format mentioned below:

2.3.1 Section A: Technical Proposal

- a) Technical Proposal should be in 5 copies, one original and other 4 marked as copy.
- b) Technical Proposals should be page numbered with different sections clearly separated. Quality of proposal has been given separate marks.
- c) Each numbered page should be duly signed by the authorized signatory.
- d) About the organization and Experience in the Cultivation of *Picrorhiza kurroa* (Kutki) in organized community cluster for livelihood and commercial production and related assignments of similar nature as per format (Tech I). Minimum experience of 3 years with supporting documents. *(The decision of the evaluation committee with regard to experience of the bidder shall be final and binding on all bidders)*
- e) CV of Key Resource Person/s proposed for the assignment: CVs of the proposed Team leader, Key Field Expert(s) giving the requisite details of their experience in the Cultivation of *Picrorhiza kurroa* (Kutki) in organized community cluster for livelihood and commercial production should be enclosed along with their consent letters. Similarly the details of Field Assistants cum Data Collectors should also be attached (Tech II)
- f) Proposed approach, methodology, work process, resource deployment, deliverables and timeline to fulfill the desired objective and scope of work within the specified time schedule (Tech III). Enclose supporting documents such as methodology, technical papers, etc. developed by the firms/organizations/vendor for the Cultivation of *Picrorhiza kurroa* (Kutki) in organized community cluster for livelihood and commercial production.

2.3.2 Section B: Financial Proposal

- a) Cost shall be quoted in Indian Rupees (INR) and must be inclusive of all expenses, rates, rent and all levies, however, Goods and Service Tax (GST) is to be indicated separately on the separate sheet as per prevailing rates.
- b) Financial Proposal to be submitted in the Prescribed format (4-Financial Proposal – Sample Form). The cost break-up/ justification and all taxes and levies may be submitted on separate sheet on organization letter head.
- c) The Price and conditions of the offer should be valid for at least a period of 120 days from the date of opening. Proposals with validity of less than 120 days shall be rejected
- d) Each page of the Financial Proposal should be numbered clearly and duly signed by the authorized signatory.

3. Technical Proposal - Sample Forms

PART I: GENERAL INFORMATION

- 1. Name of the Organisation submitting the Project Proposal:**
- 3. State:**
- 4. Status of the Institute:**
- 5. Name and designation of the Executive Authority of the Organization**
- 6. Proposal title as per RFP:**
- 7. Duration in Years:**
- 8. Scope of application indicating anticipated product and processes.**
- 9. Project Summary**

PART II: PARTICULARS OF THE KEY EXPERTS/INVESTIGATOR/S

PART III: TECHNICAL DETAILS OF PROJECT

- 10. Introduction of Proposal**
- 11. Summary of the work particularly in medicinal plants sector undertaken by the organisation:**
- 15. Proposal Concept.**
- 16. Project Area Details by the Organization:**
- 17. Physical Targets:**
- 18. Specific Objectives:**

3.1 Form TECH-I: Organization and Experience

A - Organization/Service Provider

[Provide here a brief (two pages) description of the organization and general experience of the Consultant/Service provider and, if applicable, each joint venture member for this assignment.]

B –Organization’s/Service Provider’s/Agency’s Experience

(Cultivation of *Picrorhiza kurrooa* (Kutki) in organized community cluster for livelihood and commercial production related assignments in last 3 years)

[Using the format below, provide information on each assignment for which your firm and each joint venture member for this assignment, was legally contracted either individually as a corporate entity or as a lead firm or one of members within a joint venture, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in INR):				
Country:	Duration of assignment (months):				
Location within country:					
Name of Client:	Total No. of man-months of the assignment:				
Address:	Approx. value of the services provided by your firm				
	under the contract (in INR):				
Start date (month/year):	No. of professional man-months provided by the				
Completion date (month/year):	joint venture members or Sub-consultants:				

Name of joint venture member or Sub-consultants, if any:

Narrative description of Project:

Description of actual services provided in the assignment:

Firm's Name:

3.2 Form TECH-II: Curriculum Vitae (CV) for Proposed Key Expert/s

1. General

Position Title and No.	[e.g., K-1, TEAM LEADER] [<i>Note: Only one candidate shall be nominated to each position.</i>]
Name of Key Expert/Key Field Expert	[Insert full name]
Name of the Firm proposing the Key Expert	
Date of Birth	[day/month/year]
Nationality	
Country of Citizenship/Residence	

2. Education:

[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]

3. Employment record relevant to the assignment:

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]

Period	Employing organization and your Title/position. Contact information for references*	Country/State	Summary of activities performed relevant to the Assignment
[e.g., May 2010-present]	[e.g., Ministry of, Advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

*Contact information for references is required only for assignments during the last 3 years.

4. Membership in Professional Associations and Publications:

5. Language Skills (indicate only languages in which you can work):

6. Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:
Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

7. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) this CV correctly describes my qualifications and my experience;
- (ii) I am committed to undertake the assignment within the validity of Proposal;
- (iii) I am not part of the team who wrote the terms of reference for this consulting services assignment;

Date:

[Signature of Key Expert or authorized representative of the firm]¹

Day/Month/Year

Full name of authorized representative: _____

¹ This CV can be signed by an authorized representative of the Consultant provided that if the Consultant's proposal is ranked first, the CV signed by the Key Expert him/herself along with consent letter must be submitted to the Client prior to the commencement of contract negotiations.

² Brief details of the non key staff, *i.e.*, Field assistants and data collectors may be attached separately.

3.3 Form TECH-III: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following heads:]

- i. Methodology and Workplan
- ii. Agro-technology of *Picrorhiza kurrooa*
- iii. Group Organisation and Training
- iv. Marketing Arrangement
- v. Time Schedule of Activities
- vi. Available infrastructure

4. Financial Proposal - Sample Forms

BUDGET PARTICULARS (In Rupees)

A. Recurring

A.1 Manpower

S. No.	Item	Quantity	Year 1	Year 2	Year 3	Total

Justification:

A.2 Consumables

S. No.	Item	Quantity	Year 1	Year 2	Year 3	Total
1						

Justification:.

B. Other Items

Items	Details	Year 1	Year 2	Year 3	Total
B.1 Travel					
B.2 Contingency					
B.3 Overhead					
Grand Total (A1+A2+B.1+B.2+B.3)					

Justification:

4.1 Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [insert name of assignment] in accordance with your Invitation of Proposal dated [insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures¹].

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.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under Total. This amount is inclusive of the local indirect taxes, which shall be confirmed during negotiations, and included in the Contract price.

5. QCBS - Data Sheet

Sr. No.	Details
1	The Guidelines (Consultant guidelines) published in April 2012 by JICA can be referred.
2	Amount of the Loan Agreement: JPY ¥ 11,136,000,000 Signed date of the Loan Agreement: 29-03-2018 Name of Project: Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods
3	Name of the Client: Himachal Pradesh Forest Department (HPFD), through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP
4	Name of the assignment: “Cultivation of <i>Picrorhiza kurroa</i> (Kutki) in organized community cluster for livelihood and commercial production.”
5	The Client’s representative is: Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods Cum Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP Address: Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Near Tagore boys Hostel, Potters Hill , Summer Hill, Shimla, H.P. Pin 171005 Telephone: 91-177-2830217, 2831217,2832217 E-mail: cpdjica2018hpfd@gmail.com
6	The Client will provide Terms of Reference for the work to be outsourced
7	A list of debarred firms and individuals is available at the World Bank’s website: www.worldbank.org/debarr
8	Proposals shall be submitted in the following language: <u>English</u>
9	Proposals must remain valid 120 days after the submission deadline date.
10	The Financial Proposal should be in Lump sum including everything.
11	Clarifications on proposal documents may be requested on e-mail and

	telephone numbers given above within ten days from advertisement. However the final date of submission will not be extended under any circumstances.																		
12	<p>The Client warrants that the Client shall pay the amount for the work done as per the schedule to be decided during contract negotiations</p> <p>“Information on the Consultant’s/Organisation tax liabilities in the Client’s country can be found at http://dor.gov.in, www.incometaxindia.gov.in and www.cbec.gov.in.”</p>																		
13	Number of copies of the Technical Proposal: One (1) original and three (3) copies																		
14	<p>Time and date of the Proposal submission deadline:</p> <p>- Time: 16:00 (Indian Standard Time)</p> <p>- Date: 27.07. 2021</p>																		
15	<p>Organisation/Service provider must submit the original and all copies of the Technical Proposal, and the original Financial Proposal to the Client.</p> <p>Proposals must be submitted no later than date and time stated above.</p>																		
16	<p>Proposal will be evaluated at two stages (1) Technical evaluation- based on past experiences and technical expertise, shall be carried out for eligible bidders by assigning Technical Scores as specified below:</p> <table><tr><th>Sr. No.</th><th>Technical Credential</th><th>Max Score</th></tr><tr><td>1</td><td>Overall Experience in the Cultivation of Herbs in organized community cluster for livelihood and commercial production(Minimum 3 years)</td><td>15</td></tr><tr><td>2</td><td>Experience in Cultivation of <i>Picrorhiza kurrooa</i> (Kutki) in organized community cluster for livelihood and commercial production and related assignments in the last 3 years</td><td>20</td></tr><tr><td>3</td><td>Resource Persons</td><td>35</td></tr><tr><td>4</td><td>Proposed methodology</td><td>20</td></tr><tr><td>5</td><td>Quality of Proposal</td><td>10</td></tr></table> <p>Minimum marks for qualifying in Technical Evaluation would be 60 marks. Stage-2 Financial evaluation- Financial evaluation of only those bidders attaining 60 marks in technical evaluation will be carried out. Lowest financial bid will be given maximum score of 100. Bids will be ranked on aggregate score of technical and financial evaluation scores.</p>	Sr. No.	Technical Credential	Max Score	1	Overall Experience in the Cultivation of Herbs in organized community cluster for livelihood and commercial production(Minimum 3 years)	15	2	Experience in Cultivation of <i>Picrorhiza kurrooa</i> (Kutki) in organized community cluster for livelihood and commercial production and related assignments in the last 3 years	20	3	Resource Persons	35	4	Proposed methodology	20	5	Quality of Proposal	10
Sr. No.	Technical Credential	Max Score																	
1	Overall Experience in the Cultivation of Herbs in organized community cluster for livelihood and commercial production(Minimum 3 years)	15																	
2	Experience in Cultivation of <i>Picrorhiza kurrooa</i> (Kutki) in organized community cluster for livelihood and commercial production and related assignments in the last 3 years	20																	
3	Resource Persons	35																	
4	Proposed methodology	20																	
5	Quality of Proposal	10																	

17	Expected date (month/year) for public opening of Financial Proposals: 30.07.2021												
18	The single currency for price conversion is: <u>Indian Rupee</u>												
19	Quality-Cost Ratio: 80:20												
20	Expected date and address for contract negotiations: 31.07.2021 at the office of Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Near Tagore Hostel, Potters Hill, Summer Hill, Shimla, H.P. Pin 171005 (INDIA)												
21	Expected date for commencement of assignment., 2021 in Himachal Pradesh, India												
22	<p>Payment Schedule</p> <table border="1"> <thead> <tr> <th>Deliverable</th><th>Percentage of Total Amount to be released</th></tr> </thead> <tbody> <tr> <td>Acceptance of Proposal</td><td>* 15% (Advance payment will be released after submission of the Bank Guarantee of same amount)</td></tr> <tr> <td>** Acceptance of 1st year Report</td><td>25%</td></tr> <tr> <td>Acceptance of 2nd year Report</td><td>25%</td></tr> <tr> <td>Acceptance of 3rd year Report</td><td>25%</td></tr> <tr> <td>Acceptance of Consolidated Final Report</td><td>10%</td></tr> </tbody> </table> <p>* The advance payment will be set off by the client in equal installments until the advance payment has been fully set off.</p> <p>** The reports should clearly contain the progress and deliverables as per instructions contained in 2.2.2.</p>	Deliverable	Percentage of Total Amount to be released	Acceptance of Proposal	* 15% (Advance payment will be released after submission of the Bank Guarantee of same amount)	** Acceptance of 1st year Report	25%	Acceptance of 2 nd year Report	25%	Acceptance of 3 rd year Report	25%	Acceptance of Consolidated Final Report	10%
Deliverable	Percentage of Total Amount to be released												
Acceptance of Proposal	* 15% (Advance payment will be released after submission of the Bank Guarantee of same amount)												
** Acceptance of 1st year Report	25%												
Acceptance of 2 nd year Report	25%												
Acceptance of 3 rd year Report	25%												
Acceptance of Consolidated Final Report	10%												

5.1 Evaluation and Selection Criteria Methodology

The Proposal evaluation will be a Quality and Cost based Selection, giving weightages as per following details: -

- Technical Proposal: 80%
- Financial Proposal: 20%

The Proposal shall be evaluated in a two-stage process.

Stage 1:

Technical evaluation, based on past experiences and technical expertise, shall be carried out for eligible bidders by assigning Technical Scores as specified below:

Sr. No.	Technical Credential	Max Score
1	Overall Experience in the Cultivation of Herbs in organized community cluster for livelihood and commercial production (Minimum 3 years)	15
2	Experience in Cultivation of <i>Picrorhiza kurrooa</i> (Kutki) in organized community cluster for livelihood and commercial production and related assignments in the last 3 years	20
3	Key Resource Persons	35
4	Proposed methodology	20
5	Quality of Proposal	10

Minimum marks for qualifying in Technical Evaluation would be 60 marks.

Stage-2

Financial Proposals shall be evaluated only of those bidders who score at least 60 marks out of 100 in Technical Proposal evaluation. The lowest evaluated Financial Proposal will be given the maximum financial score of 100 points. The financial scores (F_n) of the other technically qualified Financial Proposals will be computed as per the formula given below:

$$F_n = 100 \times (F_{\min} / F_b)$$

Where,

F_n = financial score for the bidder under consideration

F_b = price quoted by the bidder under consideration

F_{\min} = minimum price quoted by any bidder

Bids will be ranked according to their combined technical (T_n) and financial (F_n) scores using the weights $W_T = 0.80$ (the weight given to technical proposal); $W_F = 0.20$ (the weight given to the financial proposal). The combined technical and financial score (S) for the bidder under consideration shall be computed as per the formula given below:

$$S = (0.8 \times T_n) + (0.2 \times F_n)$$

The bidder achieving the highest combined technical and financial score (S) shall be considered for award of the contract.

6. Terms of Reference (TOR)

1. Background and Context

Japan International Cooperation Agency (JICA) assisted “Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods” (PIHPFEM&L) aims at contributing to eco-restoration and development of forest resources through sustainable forest ecosystem management, biodiversity conservation, livelihood improvement support for the target community and institutional capacity strengthening. The selected project areas include high altitude villages namely Chhain Maigal, Ruhai and Bukhras under Gohar Block, Tehsil Chachiot, District Mandi, Himachal Pradesh.

2. Specific Details

Mountain communities living in the Himalayas are heavily dependent upon natural resources. Extraction of plants from nature offer age-old vocation to the people living in close proximity with nature to meet health and economic demand. Unplanned collection and marketing of medicinal plants from the wild in the Indian Himalayan Region (IHR) has threatened their diversity and livelihoods of rural people alike. *Picrorhiza kurrooa* is a well-known herb in the Ayurvedic system of medicine which has traditionally been used to treat disorders of liver and upper respiratory tract, fever, dyspepsia, chronic diarrhea, and scorpion sting. It is a small perennial herb from the Scrophulariaceae family found in the Himalayan region at elevations of 2500-3500 meters. It has a long, creeping rootstock which is bitter in taste and grows in rock crevices and moist, sandy soil. The active constituents are obtained from stolon. Although the plant is self-regenerating but unregulated over-harvesting has caused it to be threatened to near extinction.

Keeping in view these facts, Japan International Cooperation Agency (JICA) assisted “Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods” (PIHPFEM&L) intends to carry out a project on the Cultivation of *Picrorhiza kurrooa* (Kutki) in organized community cluster for livelihood and commercial production.

3. Objectives

The objectives of the assignment are:

- a) Execution of project in the high altitude areas in District Mandi and propose realistic work norms (for materials and labours) for nursery/planting operations for *ex-situ* cultivation of *P. kurrooa* and
- b) Manage the complete "value chain", the entire series of activities which begin with community orientation, organization, training for cultivation, harvesting and marketing of this species

4. Scope of Work

To achieve the above-mentioned objectives, following tasks are envisaged to be undertaken in this regard:

- The agency needs to initiate *ex-situ* cultivation of *P. kurrooa* in 1.5 hectare area of the high altitude villages namely Chhain Maigal, Ruhai, Bukhras under Gohar Block, Tehsil Chachiot of Mandi District above 2500 meter altitudes in the first go.
- Selection of 1.5 hectare area for cultivation of *P. kurrooa* in the identified villages.
- Adequate planting material of *P. kurrooa* needs to be arranged/year by the agency from existing nurseries of farmers and Research Institutions.
- Identification of target groups (at least 50 farmers) and their training on cultivation and harvesting techniques.
- Hand holding and regular technical support to the project field workers to establish the cultivation plots.
- Establish market linkages so that the concerned farmers are able to sustain themselves once the project activities are over.

Special Conditions of Contract

Serial no.	Conditions of Contract
1	The Guidelines (Service Providers' guidelines) published in JICA in October 2012 can be referred.
2	The Contract shall be executed in: English
3	<p>The addresses are: Client: Himachal Pradesh Forest Department (HPFD), through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</p> <p>Attention: <u>Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods</u> <u>Cum</u> <u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</u> <u>Potters' Hill near Summer Hill, Shimla-5, H.P.</u></p> <p>Ph. No.: +91-177-2830217, 2831217, 2832217 E-mail: cpdjica2018hpfd@gmail.com</p> <p>Service Providers': _____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p>
4	<p>The Lead Member is <i>[insert name of member]</i> <i>Note: If the Service Providers' consists of a Joint Venture the name of the entity inserted here. If the Service Providers' consists only of one entity, then only details of lead member be provided.</i></p>
5	<p>The Authorized Representatives are:</p> <p>For the Client: <u>Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods</u> <u>Cum</u> <u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</u></p> <p>For the Service Providers': _____</p> <p>_____</p>
6	The time period of assignment shall be 3 years.
7	The ceiling on Service Providers' liability shall be limited to the amount of this contract.
8	The risks and the coverage like third party motor vehicle liability, professional liability insurance, employer's liability and workers' compensation insurance, Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, and (ii) the Service

	providers' property used in the performance of the Services will be all service providers' liability
9	The Client is entitled to use the documents prepared by the Service Providers' under this Contract for other projects, without prior written permission of the service providers'.
10	Any local indirect taxes chargeable in respect of this Contract for the Services provided by the Service providers' are included in the ceiling amount of this Contract.
11	The Contract amount is lump sum and fixed.
12	The client would pay the fix contract amount as per schedule decided during contract negotiations. The Contract amount is lump sum and fixed.
13	The currency of payment shall be INR. <i>Note: The currency (ies) shall be the same as in the Financial Proposal.</i>
14	Commitment Procedure and Reimbursement Procedure for Japanese ODA loans will be applied for the payment to the service providers' Commitment Procedure and Reimbursement Procedure shall be used and managed in accordance with JICA's "Brochure on Commitment Procedure for Japanese ODA Loans", dated August 2012 and "Brochure on Reimbursement Procedure for Japanese ODA Loans", dated August 2012 respectively, as may be amended from time to time. The bank charges can be borne by the project however will be finally negotiated at the time of contract negotiation.
15	The amount of the advance payment is: -15% of the Contract amount in local currency. The advance payment securities shall be in the amounts and in the currencies of the advance payment. The advance payment will be set off by the Client in equal installments until the advance payment has been fully set off.
16	The service providers' shall submit to the Client itemized invoices at time intervals to be decided in contract negotiations.
17	All the payments are subject to statutory deductions under the income tax act/GST & any other applicable law.
18	The accounts are: - For local currency: <i>[insert account]</i> .
19	Applicable Law: Apart from the JICA General conditions of contract, the applicable guidelines/law on Contracts in Himachal Pradesh would be applicable.
20	The credible cost estimate for this work is Rs. 6,50,000/- (Rupees Six lakhs and fifty thousand only) . The amount offered in the proposal, if exceeds by 20 % or is less than 20 % of the credible cost estimate will be rejected straight away.