



No.F.24 (8-27)/ For-TBB/Vol-II/ 2022// 1393-95
GOVERNMENT OF TRIPURA
TRIPURA BIODIVERSITY BOARD
ARANYA BHAWAN, GURKHABASTI
AGARTALA, WEST TRIPURA

Dated: 28th November, 2022

REQUEST FOR PROPOSAL (RFP)

Tripura Biodiversity Board has invited a Request for Proposal (RFP) from reputed/ bonified registered agencies/ firms/ organization/ NPO from the India for Selection of Agency for development of State Biodiversity Strategy and Action Plan (SBSAP) up to 2030. The guidance note/ template for development of SBSAP may be collected from the office of the Tripura Biodiversity Board, Aranya Bhawan, Gurkhabasti, Agartala or downloaded from the website (www.biodiversity.tripura.gov.in) & Forest Department (www.forest.tripura.gov.in).

The "Request for Proposal" duly completed in form-I and II along with proof of documents shall reach the office of the Board by **30th December, 2022** up to **4.00 PM**. The form I & II may be downloaded from the website of TBB (www.biodiversity.tripura.gov.in) & Forest Department (www.forest.tripura.gov.in).

The Board will have right to reject all or any of the RFPs without assigning any reason thereof. After opening the RFPs and short listing the agencies/ firms/ organization/ NPO order will be issued to the lowest bidder.


For further queries, if any, the concerned agency/ organization may contact the office of the Tripura Biodiversity Board, Aranya Bhawan, Gurkhabasti, Agartala on any working day between 10:00 AM to 05:30 PM or call at +91 8259891830/ 0381 351 0097.

Sd/-

(Pravin Agrawal, IFS)
Member Secretary
Tripura Biodiversity Board

Copy to:

1. The PPS to the Chairman, TBB (Principal Secretary, Forests, Govt. of Tripura) for kind information.
2. The Member Secretary, TBB for kind information.
3. The In-charge website of TBB/ Forest Department for uploading the website.


(Anima Das, TFS)
Assistant Conservator of forests
Tripura Biodiversity Board

Format for sending "RFP" for State Biodiversity Strategy and Action Plan up to 2030 of Tripura

Form-I (Technical)

To
The Member Secretary
Tripura Biodiversity Board
Aranya Bhawan, Gurkhabasti
Agartala, Tripura (W)

Subject: Submitting RFP for 'State Biodiversity Strategy and Action Plan up to 2030 of Tripura'

Sir

I _____ agencies/
organizations/ submitting the proposal for 'Development of State Biodiversity Strategy and Action Plan up
to 2030 of Tripura'. The details of our agencies/ organization are as given below:

(1) Organizations details

- (a) Name & Address
(Including e-mail, telephone No, Fax etc)
- (b) Year of establishment/ Registration
(Provide proof)
- (c) Experience (No of Years)
- (d) Main activities

(2) Name of Resource persons working for the organization and experience in the relevant work

(3) Details of technical services of above kind rendered to various organizations

(4) Details of services rendered in making 'State Biodiversity Strategy and Action Plan' in other states.

Date:-

Place:-

Signature
(Authorized Signatory)
Name, Address & Designation

CERTIFICATE
(To be submitted on its letter head by the organization)

Format- II (Financial)

I _____ am authorized to give the following certificate on behalf of the organization.

- (a) I am submitting all the documents pertaining to my organization as per requirements of RFP.
- (b) All the documents pertaining to RFP are true and as per the work undertaken by the organization from time to time.
- (c) If at any time it is found that the documents submitted by this organization are not as per the required terms and conditions of the RFP, these may not be included in the selection process of RFP and may be rejected by the Board.

Payment Condition:

- Necessary payment will be made after completion of the work.
- Documents to be submitted alongwith the application.
 - i. ITC/ PTC or GST No*.
 - ii. Registration No of the Firm/ NGO
- Draft for Rs 10,000 in the name of "DDO, Tripura Biodiversity Board"
- Income tax etc. will be deducted from the bill as per Rules.

Date:-

Place:-

Signature
(Authorized Signatory)
Name, Address & Designation

Enclo: Financial Bid